



UNITED STATES DEPARTMENT OF LABOR  

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Division of Older Worker Programs

# SPARQ v2.0 System User's Guide

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## **I. INTRODUCTION**

### **A. BACKGROUND**

The Senior Community Service Employment Program (SCSEP) is a part-time employment training program for low-income individuals aged 55 and over. Overseen by the U.S. Department of Labor's Employment and Training Administration (ETA), Division of Adult Services (DAS), the SCSEP program is run by grantees and their sub-grantees. It is authorized under Title V of the Older Americans Act of 1965, as amended in 2000.

In order to improve their job skills, SCSEP participants are placed at community and government agencies for training and may also receive specialized training. Grantees and their sub-grantees are responsible for tracking the progress of their participants through the SCSEP and reporting that information to DAS. From the data that is submitted, DAS generates Quarterly Performance Reports (QPRs) at the sub-grantee, grantee and national levels to monitor program progress.

In 2004, DAS provided the SCSEP Data Collection Software (DCS) to grantees and sub-grantees because most had limited data collection and reporting capabilities. Developed by Mathematica Policy Research, Inc. (MPR), the DCS application allowed grantees to enter, store, and manage the SCSEP participant data required by DAS. Grantees submitted their data on a quarterly basis to DAS via SPARQ (SCSEP Performance And Results Quarterly Progress Report), the national SCSEP database.

In 2005, DAS authorized the development of a web-based version of the DCS to be integrated with the existing SPARQ database. That enhanced version of SPARQ, version 2.0, was implemented in June, 2006. This handbook provides support to end-users of that system.

## **B. BASIC TERMINOLOGY**

This User's Guide utilizes various terms to describe the SCSEP data collection and reporting systems and the grantees that use them. To ensure clarity when using this document, definitions for these terms are provided below:

- **DCS** – The SCSEP **D**ata **C**ollection **S**ystem is the desktop data entry application that most grantees initially used. It is the original software provided by DAS for grantees to collect program data.
- **Non-DCS Users** – Grantees that used their own automated system and previously submitted required SCSEP data to DAS using Excel spreadsheets.
- **SPARQ** – The generic term used to describe the overall automated SCSEP system (data entry application, upload process, national database, and reports). SPARQ is the acronym for “SCSEP **P**erformance and **R**esults **Q**PR.”
- **SPARQ v1** – The original SCSEP environment in which all grantees previously submitted quarterly data using xml files.
- **SPARQ v2** – The version of SPARQ that contains the web-based data collection system.
- **SPARQ v2.0** – The first release of SPARQ v2 containing core SCSEP functionality.
- **SPARQ v2.X** – Subsequent releases of SPARQ v2, which will contain additional functionality.
- **WebDCS** – The web-based data entry application that replaces the original desktop Data Collection System. Also referred to as “WDCS,” it is part of the SPARQ v2 application.

## ***B. Basic Terminology***

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- **Non-WebDCS Users** – Grantees that continue to use their own automated systems after the release of SPARQ v2. These grantees submit their data to SPARQ utilizing a set of comma delimited files. Also referred to as Non-WDCS Users.

## **C. WebDCS NOTES FOR FORMER SCSEP DCS USERS**

For the convenience of former SCSEP DCS users, this section provides an overview of the changes to the DCS application that have been implemented in the WebDCS portion of SPARQ v2.0.

WebDCS maintains the same general look and feel of the prior, non-web-based versions of the DCS application in order to make transition to the new system as easy as possible for former DCS users. The new system also incorporates all the data entry functionality contained in prior, non-web-based versions of the application. However, WebDCS has been enhanced in many ways to make it more robust and useful to SCSEP grantees/sub-grantees as a potential case management tool. These new features include:

➤ New Security/Access Model

All grantees will have *direct* access to their complete set of detailed SCSEP data, as well as *direct* access to management reports and an ad-hoc reporting tool. Grantees will be able to create and maintain user accounts for their staff.

For the first time, sub-grantees will have *direct* access to SPARQ for data entry and retrieval of QPR and Data Quality Reports (DQRs). Both the XML file creation and submission processes are no longer necessary.

Multiple authorized users can view records in WebDCS simultaneously. This feature will support program management efforts by facilitating discussions between grantee and sub-grantee, supervisor and caseworker, etc. when these individuals are not co-located.

➤ Enhanced Error Correction Capabilities

WebDCS contains several new features that will help the user with data errors. Additional on-line screen edits have been added



### *C. Notes for Former SCSEP DCS Users*

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to the application and an enrollment-level Data Quality Problems (EDQP) feature is being introduced. The EDQP will be generated on demand to provide the user with feedback on the quality of the data associated with a specific enrollment. The **EDQP** function will subject the enrollment data to the full complement of QPR edits and any problems that are identified will be displayed on the screen.

**\*\* IMPORTANT \*\***

The full sub-grantee level DQR will continue to be available on an overnight basis whenever a QPR is generated.

➤ Search Capabilities

All users of SPARQ – including Non-WDCS users – will be able to search the national SCSEP database for existing Participant and Organization records to assist in the prevention of duplicate records and overlapping enrollments.

➤ Re-Enrollment Information

SPARQ now contains a screen that provides the user with the ability to enter new re-enrollment information. Consequently, the former practice of writing over old data previously utilized in DCS is no longer needed.

➤ Facilitated Entry of Organization and Contact Person Data

WebDCS users will be able to conveniently input Organization and Organization Contact data from several different entry points in the WebDCS application.

➤ Re-Certification Information

A new screen is provided in WebDCS for the capture of this data, thus allowing the original enrollment information to be preserved.

## ***C. Notes for Former SCSEP DCS Users***

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➤ Batch Entry of CSA Paid Hours and Training Hours

In addition to allowing users to enter hours on an individual participant's record, WebDCS provides a batch mechanism to enter both kinds of data for all participants on one screen.

➤ New Case Management Fields

This new set of data includes such items as IEP/physical/orientation dates, job interest codes, approved leave of absence, etc.

➤ Training Information

While collecting data on training assignments is optional in the SPARQ v2, the functionality to do so is available to all users.

➤ Enhanced Data Quality Reports

Data Quality Reports (DQRs) will now provide participant last name and the last four digits of the participant's Social Security Number for more simplified record identification. In addition, data errors have been newly categorized to clarify the priority order in which they should be corrected (See Chapter IX, Section C for more details).

➤ Participant Changes between Grantees/Sub-grantees

For the first time, SCSEP grantees will be able to process participant changes between sub-grantees of the same grantee, as well as transfers across grantees. While this process is not fully automated, it will eliminate the need for the two SCSEP organizations involved to enter the same data.

➤ Additional Management Reports and Grid Views

Along with the six standard reports that were available in the prior version of DCS, SPARQ will have an additional nine

### ***C. Notes for Former SCSEP DCS Users***

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standard management reports (see Chapter IX, Section D for more details). Similarly, for ad hoc reporting, additional grid views will be available to better support the grantees/sub-grantees in their SCSEP program management efforts. (See Chapter IX, Section F for more details).

## **D. CONTACT INFORMATION FOR SPARQ USERS**

After reviewing this handbook, SPARQ users should contact Mathematica Policy Research, Inc. (MPR) with any questions on using the new web-based system.

- **by e-mail:** [SCSEP@mathematica-mpr.com](mailto:SCSEP@mathematica-mpr.com).
- **by phone:**

*For SCSEP reporting issues:* Bill Borden  
609 275-2321

*For software issues:* Terry Cram  
609 750-3196

Matt Potts  
609 936-3269

Rose Pritchard  
609 945-3314

## **GUIDELINES FOR REQUESTING TECHNICAL ASSISTANCE**

Because SPARQ v.2 is an internet-based system, the user may experience the typical problems related to any web application. The difficulty that a user encounters may originate from one or more possible sources:

- a) a malfunction of the computer network inside the user's office,
- b) an interruption in internet provider service,
- c) a problem in the Department of Labor's computer network,
- d) an overload on the SPARQ application (i.e., a very large number of users trying to access SPARQ at the same time), or
- e) a malfunction of the SPARQ v2 application itself.

## ***D. Contact Information***

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For this reason, when the user encounters a problem working with SPARQ v2, the following course of action is recommend:

- **If the user is having trouble logging on to SPARQ v.2** (for example, you receive a “Page not found” message):
  - 1) Wait a few minutes and try again.
  - 2) If the problem still exists, check to see that your local network is functioning properly. You can do this by trying to access a public website such as yahoo.com or google.com. Alternatively, you can contact the IT administrator for your office.
  
- **If the user experiences a problem while using the SPARQ v2 application:**
  - 1) First, attempt to navigate away from the current page, then try again to perform work in SPARQ.
  - 2) If SPARQ still appears to be malfunctioning, close the SPARQ application and try logging in again.

If none of these actions remedies the problem, contact MPR for technical assistance. Include in your request a screenshot of any error message that you received.

\* \* \* \* \*

For assistance with SCSEP data element definitions or the process of collecting SCSEP data, users can refer to the *SCSEP Data Collection Handbook* available on The Charter Oak Group website (link = <http://charteroakgroup.org>). Alternatively, grantees and sub-grantee may contact The Charter Oak Group with questions at: <mailto:olderworker@charteroakgroup.org>

## **II. USING SPARQ v2**

### **A. WEBSITE NAVIGATION**

#### **1. Browser Requirements:**

**Recommended Browser:** Microsoft Internet Explorer (IE) version 5.5 or higher

**Minimum Browser Requirements:**

Any browser that:

- a) Supports html
- b) Supports Javascript and has it enabled
- c) Supports SSL (Secure Socket Layer, a protocol for transmitting encrypted data)
- d) Has session cookies enabled
- e) Is compatible with CSS (Cascading Style Sheets, a method for formatting web pages used by SPARQ)

Contact your office IT Administrator to verify that your browser satisfies these requirements.

**\*\* IMPORTANT \*\***

It is always best to use the navigation buttons *within* the SPARQ application. Using your browser's toolbar to move from screen to screen may inadvertently generate errors and possibly disconnect you from the system.

### 2. Website Navigation Map:

An overview of the SPARQ v2.0 application is provided in Appendix A. In this website navigation map, functions are depicted in boxes in boldface type. Web page or screen names are indicated by italics and are prefaced by a tilde (~).

### 3. Moving Among SPARQ Screens:

Whenever the **Next** and **Previous** buttons appear at the bottom of a SPARQ screen, they can be used to navigate, respectively, to the succeeding or preceding screen in a sequence of screens. In addition, many SPARQ screens also display a *navigation bubble line* in the upper left portion of the screen:

## A. Website Navigation

U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Add Participant

Participant Name: Bob William  
SSN: xxx-xx-1313  
Grantee:  
Status:  
App Date: 10/01/2003  
Exit Date:

Participant Information Eligibility Other Personal Characteristics Eligibility Determination Enrollment Information

**ELIGIBILITY DETERMINATION**

**34. Eligibility** ☐ Eligible ☐ Ineligible

**35. If ineligible, reason (check as many as apply)**

a. ☐ Age b. ☐ Income c. ☐ Residence outside of state

d. ☐ Failed to complete application or provide required documentation

e. ☐ Other (specify)

**36. If ineligible, action taken (check as many as apply)**


a. ☐ Referred to One-Stop b. ☐ Referred to social services

c. ☐ Referred to another project

d. ☐ Placed in unsubsidized employment pursuant to MOU

e. ☐ Other (specify)

<< Previous Next >> Save Reset Form

These navigation bubble lines serve two purposes. First, they identify which screen in a sequence of related screens the user is currently on, indicated by the  symbol. Second, they serve as a means to move users from one SPARQ screen to another. Users may navigate directly to any screen displayed on the bubble line by clicking on the appropriate bubble.

On SPARQ screens that contain system-required fields and edits, the user will not be allowed to move away from the screen by any means unless all mandatory data has been correctly entered. If required data are missing when the user attempts to navigate away from the current



## A. Website Navigation

screen, the screen will be re-displayed with the appropriate error message(s) at the top indicating what data are needed. That information must be entered before the user can navigate to another screen.

For example:

The screenshot shows the SPARQ Web Data Collection System interface. The header includes the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below the header, it says "Web Data Collection System" and "SCSEP DATA COLLECTION SYSTEM". Navigation links include "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

The main content area shows a breadcrumb trail: "WDCS Main > Add Participant". Below this is a progress bar with five steps: "Participant Information", "Eligibility", "Other Personal Characteristics", "Eligibility Determination", and "Enrollment Information". The "Participant Information" step is currently selected and highlighted with a red circle.

Below the progress bar, the section "PARTICIPANT INFORMATION" is displayed. It contains a red oval with two error messages:

- "Last name" is a required field.
- "Social Security #" is a required field.

Below the error messages is a form with the following fields:

Local Site	<input type="text"/>	Case Worker	<input type="text"/>
1. Last Name	<input type="text"/>		
2. First Name	<input type="text" value="Bob"/>		
3. Middle initial	<input type="text"/>		
4. Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text"/>		
5. Home phone number	( <input type="text"/> ) <input type="text"/> - <input type="text"/>		

**\*\* IMPORTANT \*\***

All system-required fields are identified in SPARQ with a dagger symbol.

### 4. Saving Data to the SPARQ v2 Database:

When entering data into SPARQ, it is important to note that *data is only saved to the database when the user clicks on a SAVE button*. If the user moves from one screen in the application to another without clicking on an available **SAVE** button, none of the entered or edited data will be used to update the database. Instead, the data are held in a temporary area until a **SAVE** button is selected. Only then will SPARQ load into the database all the data that had been entered/edited since the last **SAVE** button was clicked. Whenever data are successfully saved to the database, the following confirmation message will be displayed in red in the upper left of the screen:

*“The changes have been successfully saved!”*

**\*\* IMPORTANT \*\***

If the user leaves the application without clicking on any SAVE button, all data that was entered/edited in that session will be lost.

### **5. Reset Form Button:**

If information is incorrectly entered into a screen, the data may be cleared at any time by clicking on the **RESET FORM** button




located at the bottom of the screen. Then, if desired, the correct data can be entered and saved. However, once the user navigates away from the current screen, data can be changed (edited), but no longer cleared.

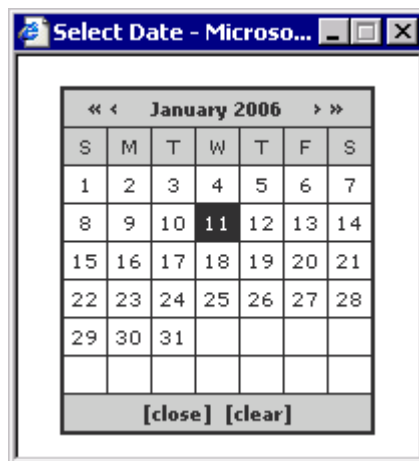
## **B. BASIC DATA ENTRY RULES**

### **1. Standard Field Formats:**

#### **➤ Date Fields**

All date fields are displayed in SPARQ in MM/DD/YYYY format. While dates must always be entered with a 4-position year, the user may enter both the month and day with only a single digit when appropriate. Date fields in SPARQ can be populated in one of two ways – by directly entering a value into the available space or by using the calendar function that is adjacent to the field.

To use the *calendar function*, the user should click on the calendar icon  located next to the field in which the date is to be entered. A calendar will open showing the current month and year with the current day highlighted:



To select a different year, use the << or >> icons at the top of the calendar. To select a different month, use the < and > icons.

When the correct month and year are displayed, simply click on the desired day, then click **[close]**. Alternatively, the user may double-click

## ***B. Basic Data Entry Rules***

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on the day desired. The specific date chosen will now appear in the space provided for that data field.

The user may also use the calendar function to remove a value previously entered into the date field. Clicking *[clear]* when the calendar is open will return the user to a blank data entry field.

### ➤ **Monetary Fields**

All monetary fields are stored in SPARQ in 99999.99 format. If a monetary amount is entered as 99999, it will be displayed as \$99,999.00. Similarly, if it is entered as 99999.9, it will be displayed as \$99,999.90.

## **2. Standards for Data Selection:**

SPARQ utilizes the following standards for data fields that have a limited set of values from which to choose:

- If the choices for a data field are presented with ***radio buttons***, then ***one and only one value*** can be selected.

Example:

A screenshot of a data entry interface showing two radio buttons labeled 'Yes' and 'No', and a 'Clear' button to their right. The 'Yes' radio button is selected.


### **\*\* IMPORTANT \*\***

A **CLEAR** button *{insert icon}* is associated with all radio button data fields. It can be used to remove any selection that has been made, thus leaving all possible choices for that field unselected.


## B. Basic Data Entry Rules

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- If the choices for a data field are presented with **check boxes**, then **one or more values** can be selected.

Example: 

- If the choices for a data field are presented with a **dropdown**, then **one and only one value** can be selected.

Example: 

- If one of the options for a data field is **Other-Specify** and it is selected, then the user should populate the accompanying text field.

Example: 

### C. SPARQ v2 EDITS

WebDCS includes many more screen edits than the previous version of the Data Collection System. Also known as online edits, their purpose is to assist the user in preventing serious errors at the time the data is being entered. For this reason, screen edits are applied whenever the user attempts to leave the current screen. If errors are detected, appropriate message(s) identifying the problem will be displayed in red at the top of the screen. The data in error must be corrected before the user will be allowed to proceed.

There are two types of screen edit error situations. Either the error will pertain to one or more data fields on the current screen or it will pertain to data located on two different screens in WDCS. Each of these situations requires different handling. In the first case, when all data involved in the error are located on the current screen, the user simply makes the necessary data change(s) and can then proceed to another SPARQ screen. The following is an example of this type of one-screen error:

The screenshot shows the SPARQ v2 Web Data Collection System interface. At the top, there is a header for the U.S. Department of Labor, Employment & Training Administration, and the SCSEP DATA COLLECTION SYSTEM. Below this, the page title is "Web Data Collection System". A navigation bar includes links for SPARQ HOME, MY ROLES, LOGOUT, and HE. The main content area shows a breadcrumb trail: WDCS Main > Add Participant. Below this is a progress bar with five steps: Participant Information (selected), Eligibility, Other Personal Characteristics, Eligibility Determination, and Enrollment Information. The "PARTICIPANT INFORMATION" section is highlighted. A red error message is displayed: "Application date" is a required field. Below the error message is a form with four fields: 1. Last Name (James), 2. First Name (Henry), 3. Middle initial (empty), and 4. Social Security Number (123 456 7890).

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HE

WDCS Main > Add Participant

Participant Information | Eligibility | Other Personal Characteristics | Eligibility Determination | Enrollment Information

**PARTICIPANT INFORMATION**

- "Application date" is a required field.

1. Last Name	James
2. First Name	Henry
3. Middle initial	
4. Social Security Number	123 456 7890

## C. SPARQ v2 Edits

When the error is a two-screen error, what the user does depends on the location of the incorrect data:

- 1) If the incorrect data field is located on the current screen, the user simply corrects the data and can then proceed to another screen.
- 2) If the incorrect data field is located on a screen other than the current screen, the user must:
  - a) Remove the conflicting data that generated the error on the current screen,
  - b) Navigate to the second screen to change the incorrect data there, then
  - c) Return to the first screen where the error message was originally displayed to re-input the necessary data.

For example, if the user selects “Eligible” in the Eligibility field (#34) on the **Eligibility Determination Screen** then clicks on **SAVE**, the following error message may appear:

The screenshot displays the SPARQ v2 Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the logo, the text "SCSEP DATA COLLECTION SYSTEM" is visible. The main header includes "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

The breadcrumb trail shows "WDCS Main > Add Participant". Below this, a progress bar indicates the current step: "Participant Information", "Eligibility", "Other Personal Characteristics", "Eligibility Determination" (highlighted with a red circle), and "Enrollment Information".

Participant details are listed on the right:

Participant Name	Henry James
SSN	xxx-xx-2323
Grantee	
Status	
App Date	05/22/2006
Exit Date	

A red oval highlights an error message:

- Since this participant is eligible, "Number in family" must not be blank.

Below the error message, the "ELIGIBILITY DETERMINATION" section is shown. It includes a form with the following fields:

34. Eligibility		
<input checked="" type="radio"/> Eligible <input type="radio"/> Ineligible <input type="button" value="Clear"/>		
35. If ineligible, reason (check as many as apply)		
a. <input type="checkbox"/> Age	b. <input type="checkbox"/> Income	c. <input type="checkbox"/> Residence outside of state
d. <input type="checkbox"/> Failed to complete application or provide required documentation		
e. <input type="checkbox"/> Other (specify)		

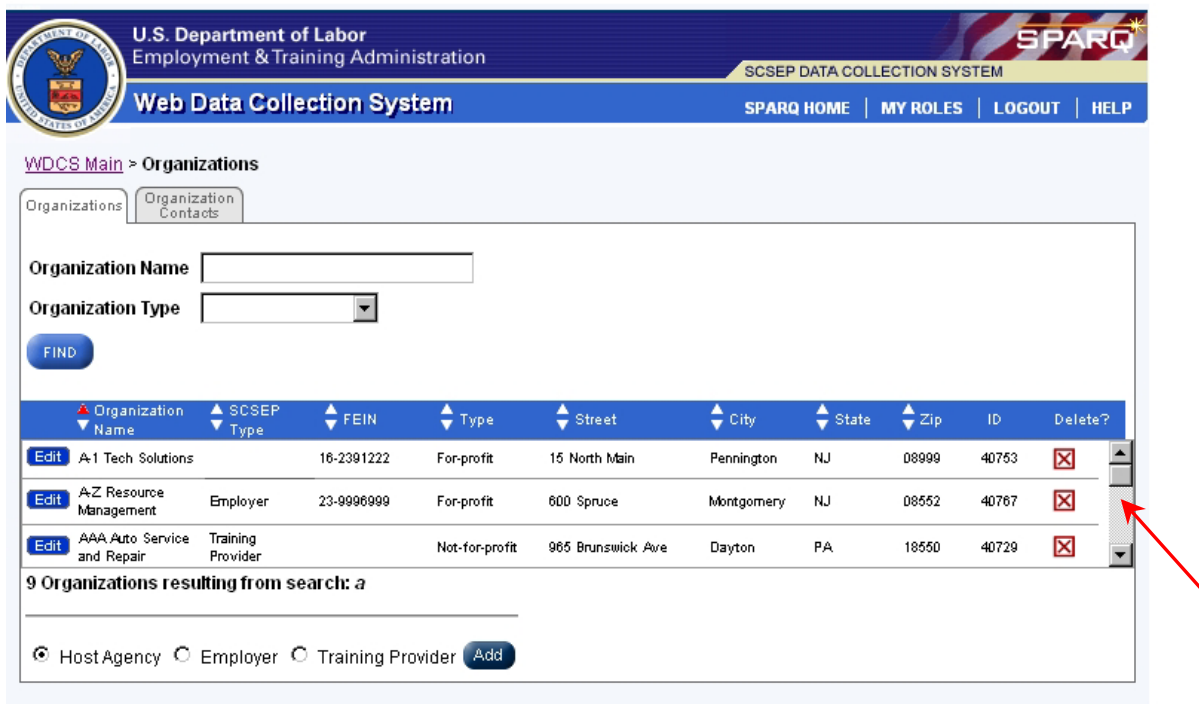


In this case, the user needs to enter a value for “Number in family” (field #11) on the **Eligibility Screen**. To be able to leave the **Eligibility Determination Screen**, the user must first clear the Eligibility field. Once that is done, the user navigates to the **Eligibility Screen** to input “Number in family”. Then the user returns to the **Eligibility Information Screen** to re-enter “Eligible” in the Eligibility field (#34).

## D. SCROLLING AND SORTING

### D. SCROLLING AND SORTING RECORD LISTS

When certain functions are performed in SPARQ, a list of records is returned to the user. These record lists are *scrollable* as well as *sortable*. For example, when an **Organization Search** is performed, the list of records that match the search criteria are displayed in table format:



The screenshot shows the SPARQ Web Data Collection System interface. At the top, there is a header with the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". Below this is a blue banner with "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". The main content area is titled "WDCS Main > Organizations". It features a search form with "Organization Name" and "Organization Type" fields, a "FIND" button, and a table of results. The table has columns: "Organization Name", "SCSEP Type", "FEIN", "Type", "Street", "City", "State", "Zip", "ID", and "Delete?". Three records are visible, each with an "Edit" button and a "Delete" icon. A red arrow points to the scroll bar on the right side of the table. Below the table, it says "9 Organizations resulting from search: a" and there are radio buttons for "Host Agency", "Employer", and "Training Provider", along with an "Add" button.

Organization Name	SCSEP Type	FEIN	Type	Street	City	State	Zip	ID	Delete?
<a href="#">Edit</a> A-1 Tech Solutions		16-2391222	For-profit	15 North Main	Pennington	NJ	08999	40753	
<a href="#">Edit</a> A-Z Resource Management	Employer	23-9996999	For-profit	600 Spruce	Montgomery	NJ	08552	40767	
<a href="#">Edit</a> AAA Auto Service and Repair	Training Provider		Not-for-profit	965 Brunswick Ave	Dayton	PA	18550	40729	

9 Organizations resulting from search: a

☒ Host Agency ☐ Employer ☐ Training Provider [Add](#)

A scroll bar will automatically appear to the right of the table if it contains more records than can be shown in the space available in the display window. Use the up (^) and down (v) arrows, or click and drag the scroll bar, to view additional information that is not currently visible on the screen.

## D. SCROLLING AND SORTING

Sorting functionality is also available in record lists. Every field displayed in the record list can be sorted in ascending or descending order using, respectively, the up (^) and down (v) arrows that appear next to the Field Name in the header row of the record list:

The screenshot shows the SPARQ Web Data Collection System interface. At the top, there is a header for the U.S. Department of Labor, Employment & Training Administration, and the SCSEP DATA COLLECTION SYSTEM. Below this, the page title is "Web Data Collection System". The main content area shows the "Organizations" tab selected. There is a search form with fields for "Organization Name" and "Organization Type", and a "FIND" button. Below the search form is a table of organizations. The table header row has columns: "Organization Name", "SCSEP Type", "FEIN", "Type", "Street", "City", "State", "Zip", "ID", and "Delete?". Each column header has a small triangle icon (up or down arrow) next to it, indicating sorting functionality. The table contains three rows of data, each with an "Edit" button and a "Delete" button (represented by a red X icon). Below the table, it says "9 Organizations resulting from search: a". At the bottom, there are radio buttons for "Host Agency", "Employer", and "Training Provider", and an "Add" button.

	Organization Name	SCSEP Type	FEIN	Type	Street	City	State	Zip	ID	Delete?
Edit	A-1 Tech Solutions		16-2391222	For-profit	15 North Main	Pennington	NJ	08999	40753	X
Edit	A-Z Resource Management	Employer	23-9996999	For-profit	600 Spruce	Montgomery	NJ	08552	40767	X
Edit	AAA Auto Service and Repair	Training Provider		Not-for-profit	965 Brunswick Ave	Dayton	PA	18550	40729	X

9 Organizations resulting from search: a

☒ Host Agency ☐ Employer ☐ Training Provider

## **E. PRINTING FROM SPARQ**

Some screens in SPARQ display a **PRINT** button.  **Print**

Selecting the **PRINT** button allows the user to produce a printer-friendly copy of the information that is displayed on the screen.

Note that the **PRINT SCREEN** (or **PRT SCR**N) button on the user's keyboard can be used at any time to produce a copy of the screen that is currently displayed. Usually located in the upper right portion of the keyboard, this button will capture an image of the screen that can be pasted (saved) into virtually any document, including an e-mail note.

## **E. EXPORTING DATA**

A limited number of screens in SPARQ display an **EXPORT EXCEL** button. 

In these cases, the data that is displayed can be exported to a local PC and saved in Excel format. EXPORT buttons are found on the **Management Report Screens**.

**Note:** The **EXPORT EXCEL** buttons are not yet functional in SPARQ v2.0.

### **III. GETTING STARTED**

#### **A. TYPES OF SPARQ v2 USERS**

##### **1. WebData Collection System (WDCS) vs. Non-WDCS Users:**

As described in the previous chapter, there are basically two types of SPARQ v2 users: those who use the WebDCS in SPARQ for data collection and those who do not. The latter group of users, or Non-WDCS users, will only have access to the high-level functions in SPARQ v2. In contrast, the WDCS users will have full access to all parts of the system.

Specifically, the functions in SPARQ that are available to all users, both WDCS and Non-WDCS, are:

- **QPRs:** Grantee QPR, Sub-grantee QPRs, State QPRs (if appropriate), Submission Review
- **Reports:** Management Reports (Ad-Hoc Reporting will be available in SPARQ 2.X)
- **System Tools:** Participant Search, Organization Search and Organization Contact Search and My User Info

These functions are displayed on the left side of the **SPARQ Home Page** once a user logs in to the system:

## A. Types of SPARQ v2 Users



More detailed information about these “universal” SPARQ functions can be found in Chapter 5).

## 2. User Roles:

In SPARQ v2, the majority of WebDCS users will only have one role. However, there are some users who will have multiple roles. For example, if Grantee A has sub-contracted out the administration of its SCSEP program to Grantee B, the latter will have permission to access both grantees’ data.

When accessing Grantee A’s data, the user will use his role as Grantee A, but when accessing Grantee’s B data, he will have to switch to his Grantee B role. The **My Roles Screen** in SPARQ v2 allows users with multiple roles to select which role to play at any given time. This function eliminates the need for logging in and out of SPARQ using multiple User IDs and passwords.

## A. Types of SPARQ v2 Users

A sample **My Roles Screen** is shown here for reference. See Chapter 5, Section C for more a detailed description of this function.

Select	Role Type	Domain	Permission
<input type="radio"/>	GRANTEE	MR Testing	RWD
<input type="radio"/>	SUBGRANTEE	MRFU2	RW
<input type="radio"/>	SUBGRANTEE	MRFU1	RW
<input type="radio"/>	SUBGRANTEE	Employment Training Administration	RWD
<input type="radio"/>	SUBGRANTEE	MRFU3	RW
<input checked="" type="radio"/>	SUBGRANTEE ADMINISTRATOR	Employment Training Administration	RWD

[Continue](#)



## ***B. Creating and Maintaining User Accounts***

---

### **B. CREATING AND MAINTAINING USER ACCOUNTS**

SPARQ users who have been designated as Grantee or Sub-grantee Administrators have the ability to create and update user accounts for the grantee/sub-grantee data they are associated with.

**\*\* IMPORTANT \*\***

Grantees may choose to de-centralize user account creation and maintenance authority by designating sub-grantee administrators. However, for tighter security, grantees may opt to restrict this functionality to staff in the grantee office.

#### ***1. Creating a New User Account:***

To establish a new user account, the Administrator first clicks on the **SPARQ User Account** link in the System Tools section located on the left side of the **SPARQ Home Page**.

## B. Creating and Maintaining User Accounts

**U.S. Department of Labor**  
Employment & Training Administration

**SPARQ**  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

**SPARQ Home** | [SPARQ HOME](#) | [WDCS](#) | [LOGOUT](#) | [HELP](#)

**QPRs**  
[Grantee QPR](#)  
[Sub-Grantee QPRs](#)  
[State QPRs](#)  
[Submission Review](#)

**Reporting**  
[Management Reports](#)

**System Tools**  
[Participant Search](#)  
[Organization Search](#)  
[SPARQ User Accounts](#)  
[My User Info](#)

**Welcome to SPARQ**

The goal of SPARQ is to provide the United States Department of Labor's Senior Community Service Employment Program (SCSEP) and its Grantees an automated system of managing participant data.

SPARQ now includes the Web Data Collection System (WDCS). The WDCS interface is an easy-to-use tool which allows users to input their data directly into the SCSEP National Database via the Web.

Web Data Collection System:  
[Launch WDCS](#)

**Department of Labor Warning**

You are now logged onto a computer system operated for, and on behalf of, the United States Government. Unauthorized access or use of the system for any purpose other than official government business is punishable by fine, imprisonment, or both. (18 U.S. Code 1030)

[Department of Labor Privacy and Security Information](#)

**SCSEP**  
SENIOR COMMUNITY SERVICE  
EMPLOYMENT PROGRAM

SCSEP on the Web

A screen containing a list of the existing user accounts will be displayed:

## B. Creating and Maintaining User Accounts

The screenshot shows the SPARQ User Accounts page. The header includes the U.S. Department of Labor logo and the text 'U.S. Department of Labor Employment & Training Administration'. The page title is 'SPARQ User Accounts'. The sidebar contains links for OPRs, Reporting, and System Tools. The main content area displays a table of users and an 'ADD NEW USER' button.

**OPRs**

- [Grantee QPR](#)
- [Sub-Grantee QPRs](#)
- [State QPRs](#)
- [Submission Review](#)

**Reporting**

- [Management Reports](#)

**System Tools**

- [Participant Search](#)
- [Organization Search](#)
- [SPARQ User Accounts](#)
- [My User Info](#)

The table below displays SPARQ users that you have the ability to manage based upon your Role Assignment(s). Select a user to edit their information, reset their password, or manage their roles and permissions. Click the ADD NEW USER button to add a new SPARQ User Account.

Last Name	First Name	User ID	E-mail Address	
Kohn	Gail	Gail	<a href="mailto:gakohn@mathematica-mpr.com">gakohn@mathematica-mpr.com</a>	<a href="#">SELECT</a>
Williams	Matt	SparqUser18	<a href="mailto:Mwilliams@comcast.org">Mwilliams@comcast.org</a>	<a href="#">SELECT</a>

**ADD NEW USER**

Click on the **ADD NEW USER** button located just below the user list to access the **User Account Details Screen**:

## ***B. Creating and Maintaining User Accounts***

The screenshot shows the 'SPARQ New User' registration page. At the top, there is a header with the U.S. Department of Labor logo and the text 'U.S. Department of Labor Employment & Training Administration'. To the right of the header is the 'SPARQ' logo and the text 'SCSEP PERFORMANCE AND RESULTS QPR SYSTEM'. Below the header, there is a navigation bar with links: 'SPARQ HOME', 'WDOS', 'LOGOUT', and 'HELP'. The main content area is titled 'User Accounts > New User'. On the left side, there is a sidebar with a list of links under three categories: 'QPRs' (Grantee QPR, Sub-Grantee QPRs, State QPRs, Submission Review), 'Reporting' (Management Reports), and 'System Tools' (Participant Search, Organization Search, SPARQ User Accounts, My User Info). The main form area contains five required fields, each marked with a red asterisk: 'User ID:', 'First Name:', 'Last Name:', 'E-mail Address:', and 'Phone Number:'. Each field has a corresponding text input box. Below the fields, there is a 'SAVE' button. A note at the bottom left of the form area states '\* Required Field.'.

Enter all required fields and, if desired, the new user's phone number. Clicking on **SAVE** will send an automatic e-mail notification from [SPARQ-Support@dol.gov](mailto:SPARQ-Support@dol.gov) to the user whose SPARQ account was just created.

### **2. Assigning User Roles and Permissions:**

When a new user account is being created, the **SPARQ User Role Assignment Screen** will automatically open after **SAVE** is selected on the **SPARQ New User Screen**:

## B. Creating and Maintaining User Accounts

The screenshot shows the SPARQ User Role Assignment page. The header includes the U.S. Department of Labor logo and the text 'U.S. Department of Labor Employment & Training Administration'. The page title is 'SPARQ User Role Assignment'. The breadcrumb trail is 'User Accounts > New User > Add a Role Assignment'. The form displays the following information:

- Name:** New User
- User ID:** NewRole
- Please specify a role for the new user:**

**STEP 1**

**Role Type:**

The 'Role Type' dropdown menu is highlighted with a red circle.

Select a Role Type from the possible choices in the Step 1 dropdown.

The following table provides a list of the possible user roles in SPARQ:

## ***B. Creating and Maintaining User Accounts***

---

<b>USER ROLE</b>	<b>DESCRIPTION</b>
Grantee	Person designated to access all data associated with a specified grantee
Grantee Administrator	Person designated to access all data associated with a specified grantee and to create/maintain user accounts for that grantee
Sub-grantee	Person designated to access all data associated with a specified sub-grantee
Sub-grantee Administrator	Person designated to view data associated with a specified sub-grantee and to create/ maintain user accounts for that sub-grantee
Database	Person designated to access data for a specified database. A database may be created at several different levels – as a subset of sub-grantee data or as a grouping of multiple sub-grantees' data
Submitter	Person designated to submit comma-delimited files for a Non-WDCS grantee

## *B. Creating and Maintaining User Accounts*

Next, the Administrator must select the specific grantee, sub-grantee or database for the user. The Grantees, Sub-grantees or Databases that the Administrator has authority for are listed in the Step 2 dropdown.

The screenshot displays the SPARQ User Role Assignment interface. The header includes the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". The page title is "SPARQ User Role Assignment". The breadcrumb trail is "User Accounts > New User > Add a Role Assignment".

On the left, there are three main sections: "OPRs" with links to "Grantee QPR", "Sub-Grantee QPRs", "State QPRs", and "Submission Review"; "Reporting" with a link to "Management Reports"; and "System Tools" with links to "Participant Search", "Organization Search", "SPARQ User Accounts", and "My User Info".

The main content area shows the "Add a Role Assignment" process. It includes fields for "Name" (New User) and "User ID" (NewRole). Below these, it says "Please specify a role for the new user:". The process is divided into two steps:

- STEP 1:** "Role Type" is set to "SUBGRANTEE".
- STEP 2:** "Sub-Grantee" is set to "SELECT". This dropdown menu is circled in red.

The footer of the page includes the text "SCSEP on the Web".

## B. Creating and Maintaining User Accounts

In Step 3, the Administrator selects the Permission level for the user:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

SPARQ User Role Assignment

SPARQ HOME | WDCS | LOGOUT | HELP

User Accounts > New User > Add a Role Assignment

**QPRs**  
[Grantee QPR](#)  
[Sub-Grantee QPRs](#)  
[State QPRs](#)  
[Submission Review](#)

**Reporting**  
[Management Reports](#)

**System Tools**  
[Participant Search](#)  
[Organization Search](#)  
[SPARQ User Accounts](#)  
[My User Info](#)

**Name:** New User  
**User ID:** NewRole

Please specify a role for the new user:

**STEP 1**  
**Role Type:** SUBGRANTEE

**STEP 2**  
**Sub-Grantee:** Employment Training Administration

**STEP 3**  
**Permissions:** SELECT

SCSEP on the Web

There are three permission levels available in SPARQ:

PERMISSION	DESCRIPTION
R	Read only – User may only view existing records
RW	Read/Write – User may view and add/edit records
RWD	Read/Write/Delete – User may view, add/edit and delete records



## B. Creating and Maintaining User Accounts

At this point, a confirmation box appears that summarizes the role information that has just been entered. If the information is correct, the Administrator clicks on **SAVE** to update SPARQ and is then returned to **User Account Details Screen**.

The screenshot displays the 'SPARQ User Role Assignment' interface. On the left, there is a navigation menu with sections: 'QPRs' (Grantee QPR, Sub-Grantee QPRs, State QPRs, Submission Review), 'Reporting' (Management Reports), and 'System Tools' (Participant Search, Organization Search, SPARQ User Accounts, My User Info). The main content area shows the breadcrumb 'User Accounts > New User > Add a Role Assignment'. It includes fields for 'Name: New User' and 'User ID: New User'. A prompt 'Please specify a role for the new user:' is followed by three steps: 'STEP 1' with 'Role Type' set to 'SUBGRANTEE', 'STEP 2' with 'Sub-Grantee' set to 'Employment Training Administration', and 'STEP 3' with 'Permissions' set to 'Read/Write/Delete'. Below these steps is a 'CONFIRM' section, which is circled in red. The 'CONFIRM' section displays: 'Role Type: SUBGRANTEE', 'Sub-Grantee: Employment Training Administration', and 'Permissions: Read/Write/Delete'. At the bottom of the form are 'SAVE' and 'CANCEL' buttons. The top of the page features the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', the 'SPARQ' logo, and the text 'SCSEP PERFORMANCE AND RESULTS QPR SYSTEM'. Navigation links 'SPARQ HOME', 'WDOS', 'LOGOUT', and 'HELP' are also present.

If the information is not correct, the Administrator has two options. The Administrator may make the necessary correction(s) in Steps 1, 2 and/or 3 as needed, then click **SAVE**. Or, alternatively, by clicking **CANCEL**, all information entered on the **Add a Role Assignment Screen** is discarded and the Administrator is returned to the **User Account Details Screen**.

This same process can be used to add a new role to a previously established SPARQ User. The Administrator starts by first selecting the appropriate user from the list displayed on the **User Accounts Screen**.

## ***B. Creating and Maintaining User Accounts***

---

### ***3. Deleting User Roles:***

To delete a user role, the Administrator first selects the user from the list displayed on the **User Accounts Screen**. When the **User Account Details Screen** appears, the Administrator selects the specific role to be deleted and clicks on **DELETE**. This step is repeated for additional roles to be deleted as needed.

To de-activate a SPARQ user so that he no longer has access to any data in SPARQ, the Administrator must delete all roles that the user had previously been assigned.

#### **\*\* IMPORTANT \*\***

User Accounts **cannot** be deleted (completely removed) from SPARQ. They can only be de-activated by deleting all associated roles.

## ***B. Creating and Maintaining User Accounts***

### ***4. Resetting Passwords:***

If a user has forgotten his/her password, the Administrator can reset it to the default value of “sparq123” as follows:

Select the user from the list displayed on the **User Accounts Screen**:

The screenshot shows the 'SPARQ User Accounts' screen. On the left is a navigation menu with sections: QPRs (Grantee QPR, Sub-Grantee QPRs, State QPRs, Submission Review), Reporting (Management Reports), and System Tools (Participant Search, Organization Search, SPARQ User Accounts, My User Info). The main content area has a header for 'U.S. Department of Labor Employment & Training Administration' and 'SCSEP PERFORMANCE AND RESULTS QPR SYSTEM'. Below this is a table of users. A red arrow points to the 'SELECT' button for the user 'Williams, Matt'.

Last Name	First Name	User ID	E-mail Address	
Chowdhary	Kenny	UGuide	<a href="mailto:KChowdhary@123.com">KChowdhary@123.com</a>	<a href="#">SELECT</a>
Kohn	Gail	Gail	<a href="mailto:gkohn@mathematica-mpr.com">gkohn@mathematica-mpr.com</a>	<a href="#">SELECT</a>
Williams	Matt	SparqUser18	<a href="mailto:Mwilliams@comcast.org">Mwilliams@comcast.org</a>	<a href="#">SELECT</a>

[ADD NEW USER](#)

When the **User Account Details Screen** appears, the Administrator simply clicks on the **RESET USER PASSWORD** button located in the middle of the screen.

## B. Creating and Maintaining User Accounts

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

SPARQ User Account Details

SPARQ HOME | WDCS | LOGOUT | HELP

User Accounts > User Account Details

**QPRs**

- [Grantee QPR](#)
- [Sub-Grantee QPRs](#)
- [State QPRs](#)
- [Submission Review](#)

**Reporting**

- [Management Reports](#)

**System Tools**

- [Participant Search](#)
- [Organization Search](#)
- [SPARQ User Accounts](#)
- [My User Info](#)

\* User ID: UGuide

\* First Name:

\* Last Name:

\* E-mail Address:

Phone Number:

\* Required Field.

**Assigned Roles**

Role Type	Domain	Permission	
SUBGRANTEE	Employment Training Administration	RWD	<input type="button" value="DELETE"/>

SCSEP on the Web

The following e-mail notification will automatically be sent to the user from [SPARQ-Support@dol.gov](mailto:SPARQ-Support@dol.gov).

*"The password corresponding to your SPARQ user ID (WXYZ) has been reset to sparq123. You will be asked to change your password when you first log in."*

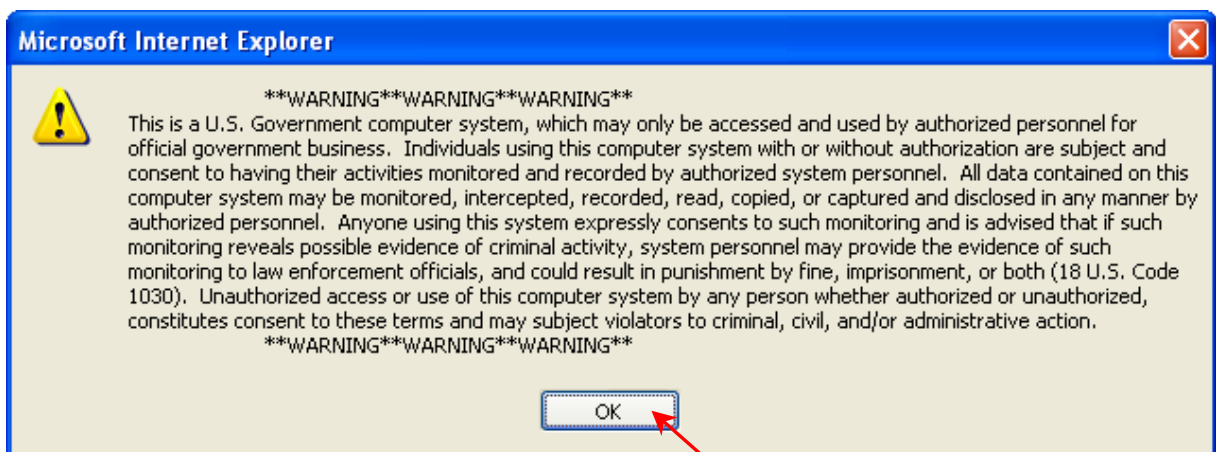
When the user next logs in to SPARQ using the default password, he/she will be prompted to change the password to one of his own choosing. (See next section for logging on to SPARQ.)

### C. LOGGING IN

#### 1. Grantee Log In Process:

SCSEP grantees will continue to log in to SPARQ via the Grantee Reporting System as follows:

Use the URL: <http://www.etareports.doleta.gov/> to access the Department of Labor Employment and Training Administration's *Grantee Reporting System*:



Click OK to display the Grantee Reporting System login screen:

A screenshot of the Grantee Reporting System login screen. The title "Grantee Reporting System" is centered at the top. Below the title, it says "Please Login:" followed by the instruction "Enter the Password for the grantee you are reporting on". There is a text input field labeled "Password:" and a "Login" button below it. A red arrow points to the "Login" button. At the bottom right, there is a link for "Department of Labor Privacy and Security Statement".

## C. Logging In

Enter the password that has been issued to the grantee and click **LOGIN**.

**\*\* IMPORTANT \*\***

- 1) Passwords are case-sensitive
- 2) Passwords are assigned by the Department of Labor's Information Technology department (PROTECH).
- 3) For forgotten passwords, contact PROTECH:  
Omar Karim  
[Karim.Omar@dol.gov](mailto:Karim.Omar@dol.gov)  
202-693-3925

Note that PROTECH will only release password information to those individuals on their list of authorized users.

The *Older Workers Grantee Reporting* options page will appear:

**ETA**  
U.S. Department of Labor  
Employment and Training Administration

*Older Workers Grantee Reporting*

---

Please Select a Form:

Financial Status Data

Quarterly Progress Report

SCSEP Performance and Results Quarterly Progress Report (SPARQ)

---

Grant Closeout System

[Log Out](#)

Click on the **SPARQ** button to display the **SPARQ Home Page**:

## C. Logging In

**U.S. Department of Labor**  
Employment & Training Administration

**SPARQ**  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

**SPARQ Home** | [SPARQ HOME](#) | [WDACS](#) | [LOGOUT](#) | [HELP](#)

**QPRs**

- [Grantee QPR](#)
- [Sub-Grantee QPRs](#)
- [State QPRs](#)
- [Submission Review](#)

**Reporting**

- [Management Reports](#)

**System Tools**

- [Participant Search](#)
- [Organization Search](#)
- [SPARQ User Accounts](#)
- [My User Info](#)

**Welcome to SPARQ**

The goal of SPARQ is to provide the United States Department of Labor's Senior Community Service Employment Program (SCSEP) and its Grantees an automated system of managing participant data.

SPARQ now includes the Web Data Collection System (WDACS). The WDACS interface is an easy-to-use tool which allows users to input their data directly into the SCSEP National Database via the Web.

Web Data Collection System:  
[Launch WDACS](#)

**Department of Labor Warning**

You are now logged onto a computer system operated for, and on behalf of, the United States Government. Unauthorized access or use of the system for any purpose other than official government business is punishable by fine, imprisonment, or both. (18 U.S. Code 1030)

[Department of Labor Privacy and Security Information](#)

**SCSEP**  
SENIOR COMMUNITY SERVICE  
EMPLOYMENT PROGRAM

SCSEP on the Web

Listed on the left side of the screen are the functions the user has permission to access. This list will vary according to user.

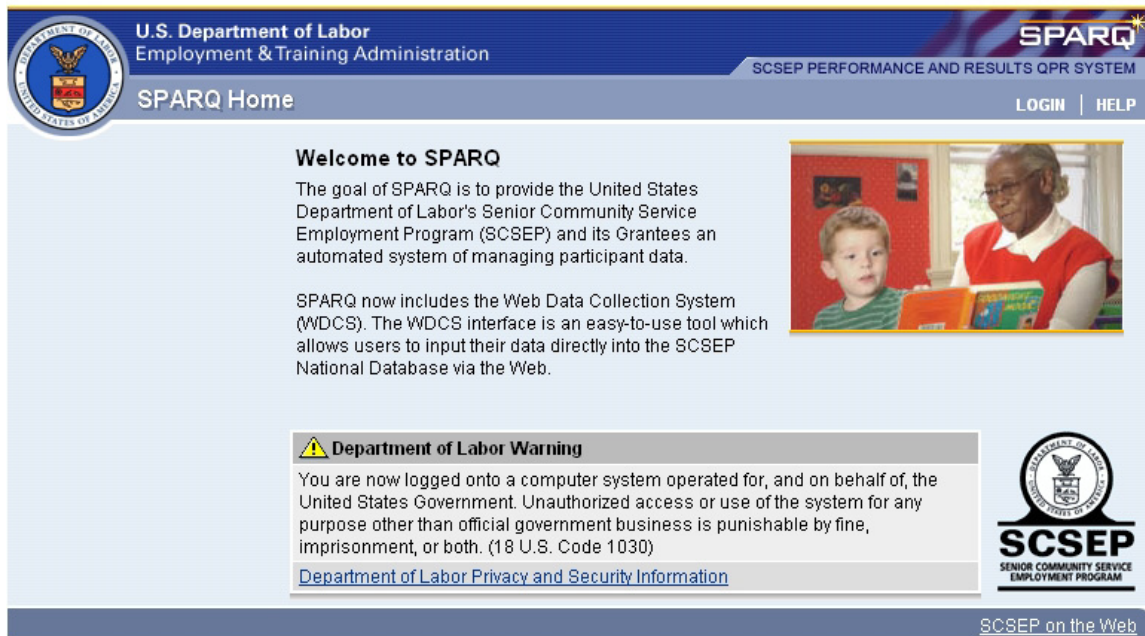


## C. Logging In

### 2. Sub-grantee Log In Process:

Sub-grantees will log directly in to SPARQ as follows:

Use the URL: <https://www.sparq2.doleta.gov/index.cfm> to access SPARQ\*



Click on **LOGIN** in the upper right to display the **SPARQ Log In Screen**:

\* Please check the MPR's SCSEP website (<http://scsep.mathematica-mpr.com/>) for the latest login information.



## C. Logging In



The screenshot shows the SPARQ Login page. At the top left is the U.S. Department of Labor seal. To its right, the text reads "U.S. Department of Labor" and "Employment & Training Administration". Further right, the "SPARQ" logo is displayed with the tagline "SCSEP PERFORMANCE AND RESULTS QPR SYSTEM". Below the logo, there are links for "LOGIN" and "HELP". The main content area features a faded background image of a group of people. In the foreground, there are two input fields: "User ID:" and "Password:". Below these fields is a "LOGIN" button, which is highlighted with a red arrow. Below the button, a link is provided for users who have forgotten their password: "Forgot your password? Enter your user ID then [click here](#), and you will be sent an e-mail containing your login information."

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

SPARQ Login

LOGIN | HELP

User ID:

Password:

LOGIN

Forgot your password? Enter your user ID then [click here](#), and you will be sent an e-mail containing your login information.

SCSEP on the Web

Enter the User ID that has been assigned.

- **On initial login**, enter the default system password – “sparq123”.
- **On subsequent logins**, enter the user-chosen password that was previously established.
- Click on **LOGIN**.

After entering the correct User ID and password for the first time, the SPARQ v2 user will be prompted to change the default password to a user-chosen one.

## C. Logging In

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

Change Password

LOGIN | HELP

**Note:** You must change your password in order to continue. Your new password must be at least eight characters long, and it must contain at least one alphanumeric character, one numeric character, and one special character (\*, %, \$, etc.).

Current Password:

New Password:

Confirm New Password:

Submit Cancel

SCSEP on the Web

In the “Current Password” field, enter the default password (“sparq123”).

Then enter a new password in the “New Password” field, and again in the “Confirm New Password” field.

Click on the **SUBMIT** button.

**\*\* IMPORTANT \*\***

- 1) Passwords are case-sensitive.
- 2) User-selected passwords must contain at least one alpha character, at least one numeric character **and** at least one special character (for example, !, \*, +)
- 3) If a user has forgotten his password, he should contact the grantee or sub-grantee administrator who assigned the initial User ID. The administrator will reset the password to the default value of “sparq123” and notify the user when it has been done.

## C. Logging In

Once the user password has been successfully changed, the **SPARQ Home Page** will be displayed with the SPARQ functions that the user has permission to access listed on the left:



The screenshot shows the SPARQ Home Page. At the top, there is a header with the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below the header, a navigation bar contains "SPARQ Home", "WDCS", "LOGOUT", and "HELP". On the left side, there is a sidebar with several menu categories: "QPRs" (with links to Grantee QPR, Sub-Grantee QPRs, State QPRs, and Submission Review), "Reporting" (with a link to Management Reports), and "System Tools" (with links to Participant Search, Organization Search, SPARQ User Accounts, and My User Info). The main content area features a "Welcome to SPARQ" message, a description of the system's goal, and a photo of an elderly woman and a young boy. Below this, there is a section for the "Web Data Collection System" with a "Launch WDCCS" link. A "Department of Labor Warning" box is also present, along with a link to "Department of Labor Privacy and Security Information". The bottom right corner features the "SCSEP" logo and the text "SCSEP on the Web".

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

SPARQ Home | WDCCS | LOGOUT | HELP

**QPRs**  
[Grantee QPR](#)  
[Sub-Grantee QPRs](#)  
[State QPRs](#)  
[Submission Review](#)

**Reporting**  
[Management Reports](#)

**System Tools**  
[Participant Search](#)  
[Organization Search](#)  
[SPARQ User Accounts](#)  
[My User Info](#)

**Welcome to SPARQ**  
The goal of SPARQ is to provide the United States Department of Labor's Senior Community Service Employment Program (SCSEP) and its Grantees an automated system of managing participant data.

SPARQ now includes the Web Data Collection System (WDCCS). The WDCCS interface is an easy-to-use tool which allows users to input their data directly into the SCSEP National Database via the Web.

Web Data Collection System:  
[Launch WDCCS](#)

**Department of Labor Warning**  
You are now logged onto a computer system operated for, and on behalf of, the United States Government. Unauthorized access or use of the system for any purpose other than official government business is punishable by fine, imprisonment, or both. (18 U.S. Code 1030)  
[Department of Labor Privacy and Security Information](#)

**SCSEP**  
SENIOR COMMUNITY SERVICE  
EMPLOYMENT PROGRAM

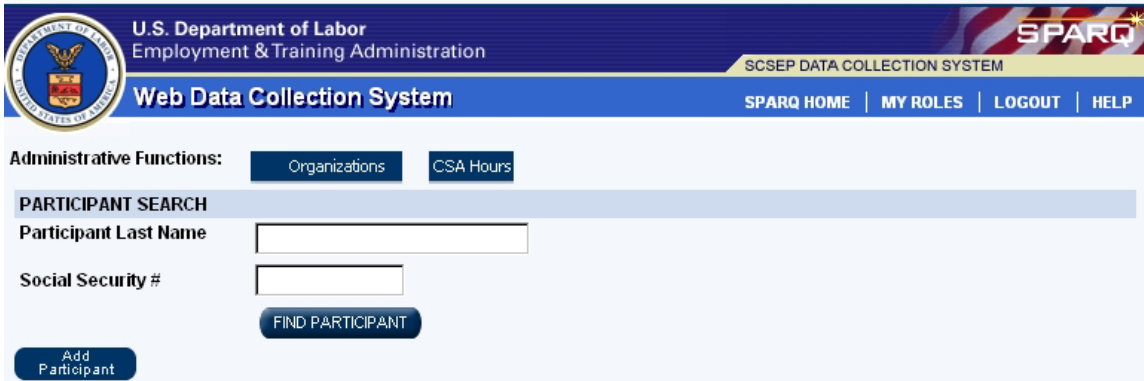
SCSEP on the Web

The specific functions displayed will vary depending on the role(s) assigned to the user. This home page shows the functions available to a typical grantee level user.

To launch the WebDCS application, click on either the **WDCCS** found in the upper right or the [Launch WDCCS](#) link in the center of the screen.

### 3. Multiple User Roles and Permissions:

If a user has only one role, the **WDCS Main Screen** will appear when WDCS is launched:



The screenshot displays the WDCS Main Screen. At the top, there is a header bar with the U.S. Department of Labor logo on the left, the text "U.S. Department of Labor Employment & Training Administration" in the center, and the "SPARQ" logo on the right. Below the header, a blue banner reads "Web Data Collection System". To the right of this banner is a navigation menu with links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". Below the banner, there are two buttons: "Organizations" and "CSA Hours". Underneath these is a section titled "PARTICIPANT SEARCH". This section contains two input fields: "Participant Last Name" and "Social Security #". Below these fields is a "FIND PARTICIPANT" button. At the bottom left of the search section is an "Add Participant" button.

If the user has been assigned more than one role, the **My Roles Screen** will be displayed instead:

## C. Logging In

Select	Role Type	Domain	Permission
<input type="radio"/>	GRANTEE	MR Testing	RWD
<input type="radio"/>	SUBGRANTEE	MRFU2	RW
<input type="radio"/>	SUBGRANTEE	MRFU1	RW
<input type="radio"/>	SUBGRANTEE	Employment Training Administration	RWD
<input type="radio"/>	SUBGRANTEE	MRFU3	RW
<input type="radio"/>	SUBGRANTEE ADMINISTRATOR	Employment Training Administration	RWD

[Continue](#)

When the user selects the appropriate role for the current session from those that are available and clicks on **CONTINUE**, the **WDCS Main Screen** will appear:

**Administrative Functions:** [Organizations](#) [CSA Hours](#)

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

[FIND PARTICIPANT](#)

[Add Participant](#)

## **IV. OVERVIEW OF SPARQ SCREENS**

### **A. SPARQ Home Page**

Several universal functions are accessible to SPARQ v2 users from the **SPARQ Home Page**. They include:

- **Submissions\***
  1. Submit a File
  2. Submission History
- **QPRs:**
  1. Grantee QPR
  2. Sub-grantee QPRs
  3. State QPRs
  4. Submission Review
- **Reports:**
  1. Management Reports
  2. Ad-Hoc Reporting (available in SPARQ v2.1)
- **System Tools:**
  1. Participant Search
  2. Organization Search
  3. SPARQ User Accounts\*\*
  4. My User Info

\* Available only to Non-WDCS Users

\*\* Available only to Grantee and Sub-grantee Administrators

A brief description of each function is provided below:

**SUBMIT A FILE** – This function allows SPARQ Users to submit their data to DAS for quarterly performance reporting. In SPARQ v1, this function

## *A. SPARQ Home Page*

---

was previously available to all grantees, both DCS and Non-DCS. Starting with the implementation of SPARQ v2.X, however, only Non-WDCS will have access to this function for submitting their data (WDCS Users will be entering their data directly into SPARQ). Non-WDCS submissions will be required in comma-delimited (.csv) format on a monthly basis.

SUBMISSION HISTORY – This function provides each Non-WDCS grantee with a list of files that have been previously submitted to SPARQ for the grantee. For a grantee who has contracted out some of its grant, the Submission History will include the files that the contractor submitted on behalf of the grantee as well as the files that the grantee has submitted for itself.

For Non-WDCS Users, the list will include both the xml files submitted to SPARQ v1 as well as the .csv files that are submitted after the release of SPARQ v2.0.

GRANTEE QPR – This function allows the user to view grantee-level Quarterly Performance Reports produced by SPARQ. The final version of each report for the last two years is available online. (Older reports are archived.) Grantees will be able to view the National QPR as well as the QPRs of all other grantees.

SUB-GRANTEE QPRs – This function allows the user to view sub-grantee level Quarterly Performance Reports produced by SPARQ. The final version of each report for the last two years is available on-line. In addition, the last Data Quality Report that was produced will also be available. Both grantees and sub-grantees will be able to directly view the sub-grantee level QPRs. (This function was previously available to grantees in SPARQ v1.)

STATE QPRS – This function is only available to National SCSEP grantees. It allows users to view state-level Quarterly Performance Reports that have been produced for the grantee by SPARQ. The final version of each report for the last two years is available on-line. (This function was previously available to national grantees in SPARQ v1.)

## A. SPARQ Home Page

---

SUBMISSION REVIEW – This function is similar to the Submission History (see above) except that the list of files that is displayed for the grantee is limited to those that the grantee has submitted on his own behalf. (This function was previously available in SPARQ v1.)

MANAGEMENT REPORTS – This function allows users to view and print standard management reports produced by SPARQ. A total of sixteen reports are planned, with reports being released in SPARQ v2 as they become available. For more information on management reports, see Chapter IX, Section D. (This function was previously available to DCS users but only included six reports.)

AD HOC REPORTING – Available starting in SPARQ v2.X, this function will allow the user to analyze SCSEP data and create customized reports. Several different *grid views* will be provided as starting points for analysis and custom reporting. A similar function, the Data Analysis Grid Views, was previously available to users of DCS. For more information on ad hoc reporting in SPARQ v2, see Chapter IX, Section E.

PARTICIPANT SEARCH – This new function allows users to search for SCSEP participants by Last Name or Social Security Number. Users have the option of searching only their data or the entire SCSEP database (program-wide).

### **\*\* IMPORTANT \*\***

It is strongly recommended that Non-WDCS users utilize this function to identify whether an applicant/participant exists in the SPARQ database, thereby preventing duplicate SSN errors at the time of submission. For similar reasons, it is recommended that WDCS users also use this function before attempting to add an applicant/participant to the SPARQ database.

ORGANIZATION SEARCH – This new function allows users to search for host agencies, employers and training providers by organization name or



## ***A. SPARQ Home Page***

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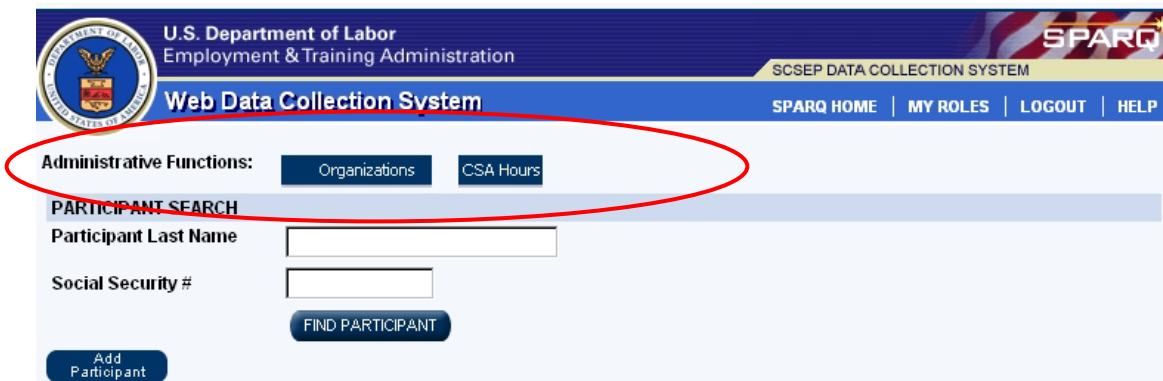
SCSEP Type. It is similar to the ***Participant Search*** function in that users have the option of searching only their data or the entire SCSEP database. This function can assist in the prevention of duplicate organization records in SPARQ.

### B. WDCS Main Screen

When a SPARQ user launches the WebDCS, the system opens to the **WDCS Main Screen**, which has links to both Administrative and Participant functions.

#### 1. Administrative Functions:

Two Administrative Functions – *Organizations* and *CSA Hours* – can be accessed from buttons at the top of the WDCS Main Screen:



The screenshot displays the WDCS Main Screen interface. At the top, there is a header bar with the U.S. Department of Labor logo on the left, the text "U.S. Department of Labor Employment & Training Administration" in the center, and the "SPARQ" logo on the right. Below the header, a blue banner reads "Web Data Collection System". To the right of the banner, there are links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". Below the banner, there is a section titled "Administrative Functions:" which contains two buttons: "Organizations" and "CSA Hours". This section is circled in red. Below the administrative functions, there is a "PARTICIPANT SEARCH" section with input fields for "Participant Last Name" and "Social Security #", and a "FIND PARTICIPANT" button. At the bottom left, there is an "Add Participant" button.

The *Organizations* function allows users to add and edit both SCSEP organizations and organization contacts. The *CSA Hours* function allows for adding/editing Total Paid Hours and Total Training Hours for multiple participants on a single screen. See Chapter VI, Section C for more detailed information on how to use these functions.

#### 2. Participant Functions:

Participant functions are also available to the user from the **WDCS Main Screen**. Located below the administrative function buttons, two participant functions are immediately accessible to the user when the

## B. WDCS Main Screen

WDCS Main Screen first opens – *Participant Search* (1) and *Add Participant* (2):

The screenshot shows the WDCS Main Screen. At the top, there is a header with the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below the header, there is a navigation bar with "Web Data Collection System" and links for "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". The main content area has a section titled "Administrative Functions:" with two buttons: "Organizations" and "CSA Hours". Below this, there is a section titled "PARTICIPANT SEARCH" with two input fields: "Participant Last Name" and "Social Security #". A red circle labeled "1" highlights the "PARTICIPANT SEARCH" section. Below the input fields is a "FIND PARTICIPANT" button. At the bottom of the section is an "Add Participant" button, which is also highlighted with a red circle labeled "2".

2

New participant records may be added to the SPARQ database via the *Add Participant* function. An existing Participant record can be located by utilizing the *Participant Search* function. The participant search may be done by participant last name or SSN. See Chapter VII for more detailed information on how to use these functions.

Once the user locates and selects a specific participant record through the search function, six additional participant functions become available on the **WDCS Main Screen**:

- 1) Edit Participant
- 2) Edit Enrollments
- 3) View Participant Profile
- 4) Add Enrollments
- 5) Assignments/Exits
- 6) Placements

## B. WDCS Main Screen

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	James	Byron	xxx-xx-2345	02/14/1949	34 West Moreland Ave	Hightstown	NJ	08655	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

**Selected Record**

Sue Johns 2

xxx-xx-112

436 Charles Lake Rd

Lackawanna, NY 20808

(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	07/10/2005	Y		<input type="checkbox"/>

**View Participant Profile** **Add Enrollments** **Assignments/Exits** **Placements**

1

2

3

4

5

6

Each of these functions is briefly described below:

**EDIT PARTICIPANT** -- Allows the user to update basic information about the selected Participant that was previously entered – Last Name, First Name, Middle Initial and SSN.

**EDIT ENROLLMENT** -- Allows the user to change existing data on the enrollment record selected or to add additional information to it.

**VIEW PARTICIPANT PROFILE** -- Allows the user to view a summary of all records that have been entered into SPARQ for the chosen participant.

## B. WDCS Main Screen

ASSIGNMENTS/EXITS -- Allows the user to add assignment and exit information. When first clicked, the **ASSIGNMENTS/EXITS** button will display a list of existing assignment records (if any) that are associated with the selected enrollment:

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the header includes the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below the header, there are navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

The main content area is titled "Administrative Functions:" and includes buttons for "Organizations" and "CSA Hours". Below this is the "PARTICIPANT SEARCH" section, which has input fields for "Participant Last Name" and "Social Security #", and a "FIND PARTICIPANT" button.

A search result is shown: "4 Participants found from search: Last Name j". Below this is a table with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The table lists three participants: Johannson, Rita; Johnson, Sue; and Jones, Anna. Each row has an "Edit" button and a delete icon.

Below the table is an "Add Participant" button. The "Selected Record" section shows details for Sue Johnson, including her SSN and phone number. It also has an "Enrollments" table with columns: Select, Application Date, Eligible, Exit Date, and Delete?. The enrollment table shows one record for Sue Johnson with an application date of 07/15/2005 and an eligible status of Y.

Below the enrollment table are buttons for "View Participant Profile", "Add Enrollments", "Assignments/Exits", and "Placements". The "Assignments/Exits" button is highlighted with a red circle and labeled "1". Below this is a table titled "Assignments/Exits for Application Date: 07/15/05" with columns: Assignment Date, Started, Ended, Host Agency, and Delete?. The table shows one record for Sue Johnson with an assignment date of 08/05/2005, started on 08/08/2005, and host agency of Allied Business Systems. This table is also highlighted with a red circle and labeled "2". Below the table is an "Add Assignments and Exits" button.

At this point, the user may choose to add a new assignment to the SPARQ database by clicking on the **ADD ASSIGNMENTS AND EXITS** button

## B. WDCS Main Screen

(1). Or, the user may select one of the existing assignments to update the associated data already captured in SPARQ and/or to add additional information to the assignment record (2).

**PLACEMENTS** -- Similar to the *Assignments/Exits* function. When the **PLACEMENTS** button is first clicked, it will display a list of the existing placement records in SPARQ (if any) that are associated with the selected enrollment:

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the header includes the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below this, a navigation bar contains "SCSEP DATA COLLECTION SYSTEM", "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

The main content area is titled "Administrative Functions:" and includes buttons for "Organizations" and "CSA Hours". Below this is the "PARTICIPANT SEARCH" section, which has input fields for "Participant Last Name" and "Social Security #", and a "FIND PARTICIPANT" button.

The search results show "4 Participants found from search: Last Name j". A table lists the participants with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants listed are Rita Johannson, Sue Johnson, and Anna Jones.

Below the table is an "Add Participant" button. A "Selected Record" section shows details for Sue Johnson, including her SSN and phone number. It features a tabbed interface with "Enrollments", "Assignments/Exits", and "Placements". The "Enrollments" tab is active, showing a table with columns: Select, Application Date, Eligible, Exit Date, and Delete?. A single enrollment record is shown for 07/15/2005.

Below the enrollment table are buttons for "View Participant Profile", "Add Enrollments", and "Placements". The "Placements" button is highlighted with a red circle. Below this, a section titled "Placements for Application Date: 07/15/05" shows a table with columns: Start Date, End Date, Employer, and Delete?. A single placement record is shown for 05/01/2006 at American Landscapes Inc. Below this table is an "Add Placements" button. A red circle highlights the "Placements" section, and a red arrow points to the "Add Placements" button.

1

2

## ***B. WDCS Main Screen***

Once the user chooses a specific placement, he/she can update the existing placement data or add additional information to the placement record (1). To add a new placement record to the enrollment that has been selected, the user clicks on the **ADD PLACEMENT** button to begin that process (2).

See Chapter VII for more detailed instructions on how to use these functions.

### **3. Common SPARQ Functions:**

There are several common functions that can be accessed from the **WDCS Main Screen** as well as all other pages in SPARQ. Both the **SPARQ HOME Page** and the **My Roles Screen** can be directly accessed by using the links available in the upper right. In addition, at any time, the user may log out of SPARQ by using the **LOGOUT** link.

Note that the **HELP** function is not functional in SPARQ v2.0.

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

Add Participant

## V. UNIVERSAL SPARQ FUNCTIONS

Several high-level functions are universally available to all users of SPARQ v2. Grouped into four categories, they are accessible from the **SPARQ Home Page**. A description of each function is provided below:

### A. SUBMISSIONS

This category of functions is only available to Non-WDCS Users.

#### ***1. Submit a File:***

In SPARQ v1, the ***Submit a File*** function was used by all grantees to transmit their SCSEP data to DAS via xml files. In SPARQ v2, however, most grantees no longer need to use this function since they are WDCS Users who enter their SCSEP data directly into the system. Only the Non-WDCS users will be required to access this function to submit their program data to SPARQ v2 using a set of four comma-delimited (.csv) files. Although not functional in SPARQ v2.0, the ***Submit a File*** function will be made available to Non-WDCS Users in time for them to complete their PY2005 submissions.

#### ***2. Submission History:***

To obtain a full listing of the files that have been submitted on behalf of a grantee, click on ***Submit a File*** link on the left side on the **SPARQ Home Page**. Note that there can be more than one submitter sending files to SPARQ for a given grantee. This occurs, for example, when a grantee contracts out some or all of its grant to other SCSEP grantees.

The following is a sample Submission History report:



## A. Submissions

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

Submission History

HOME | LOGOUT | HELP

**Data Submission**  
[Submit a File](#)  
[Submission History](#)

**QPRs**  
[Grantee QPR](#)  
[Sub-Grantee QPRs](#)  
[State QPRs](#)  
[Submission Review](#)

Database: Atlanta AAA - JFCS  
Reporting Period: 2004 Quarter 1  
**GO**

Report Period	Database	File Name	Submit Date	Status
2004 Q1	Atlanta AAA - JFCS	XML_JFCS2.1ST qtr.SCSEP_84f8eb1d-6285-411b-ac35-fd05ba868e1d_2-18-2005_3-11-47_PM.xml	03/02/2005	PROCESSED
2004 Q1	Atlanta AAA - JFCS	SCSEP_84f8eb1d-6285-411b-ac35-fd05ba868e1d_11-30-2004_2-20-15_PM.xml	12/02/2004	NULLIFIED

**EXR** The Exception Report lists errors that resulted in a submission being rejected.

SCSEP on the Web

Note that these reports can be displayed for a specific program year and quarter at either at the grantee or the sub-grantee level.

## **B. QPRs**

### **1. QPRs**

The **QPRs** function will not be fully operational until SPARQ v2.X. For this reason, only a high-level description is included here. Additional information about these reports can also be found in Chapter IX.

Beginning with SPARQ v2.X, grantees will be able to access a new version of their grantee-level QPRs that incorporates some new edits. To view these reports, the user first clicks on the [Grantee QPR](#) link on the left side of the **SPARQ Home Page**, then chooses the appropriate Program Year and Quarter for the specific report to be viewed.

In addition to grantee level reports, SPARQ v2.X will also produce sub-grantee level QPRs that can be accessed by the grantee. Unlike in SPARQ v1, however, the sub-grantee who owns the data will also have the authority to directly access sub-grantee QPRs. To view these reports, the user selects the [Sub-grantee QPR](#) link on the left side of the **SPARQ Home Page**, then chooses the appropriate Program Year and Quarter for the specific report to be viewed.

For national grantees, state-level QPRs will also be available in SPARQ v2.X. These reports summarize the national grantee's performance by state for each state in which it operates. To view one of these QPRs, the user first clicks on the Sub-grantee QPR link on the left side of the **SPARQ Home Page**. The user then designates the specific state of interest and chooses the appropriate Program Year and Quarter for the report to be viewed.

All QPR reports can be printed directly from SPARQ or saved as an html file.

## **2. Submission Review:**

This function allows the user to display a list of all files that the grantee has submitted to SPARQ. It is similar to the **Submission History** function except that the list it produces excludes any files submitted for the grantee by someone other than the grantee.

To view a Submission Review, click on the [Submission Review](#) link on the **SPARQ Home Page**. The following is a sample Submission Review report:

Report Period	Database	Submit Date	Status	
2005 Q1	Atlanta AAA - JFCS	12/15/2005	PROCESSED	
2005 Q1	Atlanta AAA - JFCS	12/14/2005	NULLIFIED	
2005 Q1	Atlanta AAA - JFCS	12/07/2005	NULLIFIED	
2005 Q1	Atlanta AAA - JFCS	11/21/2005	NULLIFIED	

**EXR** The Exception Report lists errors that resulted in a submission being rejected.

SCSEP on the Web

Similar to Submission History, the Submission Review report can be displayed for a specific program year and quarter at either at the grantee or the sub-grantee level.

## C. REPORTS

**Management Reports** is currently the only function listed in the Reporting Section of the **SPARQ Home Page**. A variety of standard management reports are planned for SPARQ v2 and will be released as they become available.

To access these reports, click on the [Management Reports](#) link on the **SPARQ Home Page** and the following screen will be displayed:

The screenshot displays the 'Management Reports' page within the SPARQ system. The header includes the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo with the subtitle 'SCSEP PERFORMANCE AND RESULTS QPR SYSTEM'. Navigation links for 'SPARQ HOME', 'WDCS', 'LOGOUT', and 'HELP' are present. A left sidebar contains links for 'QPRs' (Grantee QPR, Sub-Grantee QPRs, State QPRs, Submission Review), 'Reporting' (Management Reports), and 'System Tools' (Participant Search, Organization Search, SPARQ User Accounts, My User Info). The main content area is divided into five categories: 'APPLICANTS' (Pending, Ineligible, Eligible, not Assigned or on Waiting List, Waiting List), 'PARTICIPANTS' (Active, Exited, Started Employment but not yet Achieved 30 Days, Achieved Placement but not yet Achieved Retention), 'FOLLOW-UPS' (Pending, Pending, Displayed by Month, Beyond Due Date), 'HOST AGENCIES' (Host Agencies, Assignments by Host Agency), and 'EMPLOYERS' (Unsubsidized, Employers by Placements). A footer link 'SCSEP on the Web' is located at the bottom right.

Reports are grouped into five convenient categories as shown above. Specific links will be enabled as reports become available.

**Note:** *Ad Hoc Reporting* is planned for a later release of SPARQ. See Chapter IX for a brief overview of this function.

Users will access the *Ad Hoc Reporting* function from a link in this section when it is implemented.

## D. SYSTEM TOOLS

### 1. Participant Search:

This new function allows users to search for SCSEP participants by Last Name or Social Security Number. Users have the option of searching only their data or the entire SCSEP database (program-wide). Both WDCS and Non-DCS Users are strongly encouraged to utilize this function to help prevent duplicate SSN errors as well as overlapping enrollment errors at the time of data entry/submission.

To use this function, click on the [Participant Search](#) link on the left side of the **SPARQ Home Page**. When the **Participant Search Screen** opens:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

Participant Search

SPARQ HOME | WDCS | LOGOUT | HELP

**QPRs**  
[Grantee QPR](#)  
[Sub-Grantee QPRs](#)  
[State QPRs](#)  
[Submission Review](#)

**Reporting**  
[Management Reports](#)

**System Tools**  
[Participant Search](#)  
[Organization Search](#)  
[SPARQ User Accounts](#)  
[My User Info](#)

Last Name:  ☒ Program-wide  
SSN:  ☐ Grantee: MR Testing

SEARCH

SCSEP on the Web

enter a last name (either partial or whole) and select the type of search desired – program-wide or limited to the database for which the user is authorized. Then click on **SEARCH**:

## D. System Tools

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
skip page mast  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

Participant Search

SPARQ HOME | WDCS | LOGOUT | HELP

**Data Submission**  
[Submit a File](#)  
[Submission History](#)

**QPRs**  
[Grantee QPR](#)  
[Sub-Grantee QPRs](#)  
[State QPRs](#)  
[Submission Review](#)

Last Name: CHAL  
SSN:

☒ Program-wide  
☐ Grantee: Mathematica

SEARCH

When the screen is refreshed, it will display a table of participant names that *begin with* the value that was entered into the Last Name field:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

Participant Search

SPARQ HOME | WDCS | LOGOUT | HELP

**Data Submission**  
[Submit a File](#)  
[Submission History](#)

**QPRs**  
[Grantee QPR](#)  
[Sub-Grantee QPRs](#)  
[State QPRs](#)  
[Submission Review](#)

**Reporting**  
[Management Reports](#)

**Monitoring**  
[QPR Review](#)  
[XML Download](#)  
SPARQ Data Export

Last Name: CHAL  
SSN:

☒ Program-wide  
☐ Grantee: Mathematica

SEARCH

	Last Name	First Name	SSN	Grantee	Sub-Grantee
SELECT	Challingswood	Mark	xxx-xx-9999	National Caucus and Center on Black Aged, Inc.	NCBA - PA010
SELECT	Chalmers	Marilyn	xxx-xx-5225	National Caucus and Center on Black Aged, Inc.	NCBA - IL006

To view basic information for a specific participant, click on the **SELECT** button located to the left of the participant's name:

## D. System Tools

The screenshot shows the SPARQ (SCSEP Performance and Results QPR System) interface. At the top, it displays the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". The page title is "Participant Search". On the right, there are links for "SPARQ HOME", "WDOS", "LOGOUT", and "HELP". Below the title, a breadcrumb trail reads "Participant Search > Search Results > Search Detail".

On the left side, there are three main sections: "Data Submission" with links "Submit a File" and "Submission History"; "QPRs" with links "Grantee QPR", "Sub-Grantee QPRs", "State QPRs", and "Submission Review"; and "Reporting" with a link "Management Reports". A "Monitoring" section is partially visible at the bottom.

The main content area displays the following information for a participant:

<b>Name:</b>	Mark Challingswood
<b>SSN:</b>	xxx-xx-9999
<b>Phone Number:</b>	1237000777
<b>Birth Date:</b>	12/15/1948
<b>Address:</b>	101 Maple Avenue, Apt. 8-B York, PA 19455
<b>Participant ID:</b>	95171
<b>Grantee:</b>	National Caucus and Center on Black Aged, Inc.
<b>Sub-Grantee:</b>	NCBA - PA010

### 2. Organization Search:

This new function allows users to search for host agencies, employers and training providers by organization name and/or SCSEP Type. It is similar to the *Participant Search* function in that users have the option of searching only their data or the entire SCSEP database (program-wide). Like *Participant Search*, this function can also assist in the prevention of duplicate records.

To use this function, click on the [Organization Search](#) link on the left side of the **SPARQ Home Page**. When the **Organization Search Screen** opens:



## D. System Tools

The screenshot shows the SPARQ (SCSEP Performance and Results Query) system interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the logo, the text "SCSEP PERFORMANCE AND RESULTS QPR SYSTEM" is displayed. The main heading is "Organization Search". On the left side, there are three menu categories: "QPRs" with links for "Grantee QPR", "Sub-Grantee QPRs", "State QPRs", and "Submission Review"; "Reporting" with a link for "Management Reports"; and "System Tools" with links for "Participant Search", "Organization Search", "SPARQ User Accounts", and "My User Info". The main search area contains a text box for "Organization Name:", a "SEARCH" button, and two sections of checkboxes. The "Include:" section has checkboxes for "Host Agencies", "Employers", and "Training Providers", all of which are checked. The "Search Type:" section has radio buttons for "Begins With", "Contains", "Exact", and "Fuzzy", with "Begins With" selected.

the user selects which SCSEP Type(s) to include in search results. Note that more than one SCSEP Type can be selected for a given search.

In addition, the user can choose one of four Search Types:

**BEGINS WITH** – SPARQ will return all records that *begin with* the letter combination that was input into the Organization Name field. For example, if “WOR” is entered, SPARQ will return record such as WORLD TRAVEL and WORTHINGTON’S MEN’S SHOP.

**CONTAINS** – SPARQ will return all records that *contain* the letter combination that was input into the Organization Name field. For example, if “AMER” is entered, records such as **AMERICAN** PLASTICS and **CRAMER** ELECTRONICS will be included in the search results.

**EXACT** – SPARQ will return only those records that are identical to what was input into the Organization Name field. For example, if “ABC Training” is entered, SPARQ will display ABC TRAINING, but not ABC TRAINING, INC. or ABC TRAINERS.

**FUZZY** – When this search type is chosen, SPARQ will return all records that have a name similar to what is input into the Organization Name field. For example, if “ROSS & ASSOCIATES” is entered, SPARQ may return records such as ROSE’S ANTIQUE SHOPPE, ASSOCIATION OF RETIRED TEACHERS, RUSSELL STOVER CANDIES, SPELLMAN & ASSOC., etc.

Note that SPARQ defaults to a Search Type of “Begins With”.

### **3. SPARQ User Accounts:**

Unlike the other universal SPARQ functions, ***SPARQ User Account*** is limited to those users who have been designated as Grantee and Sub-grantee Administrators. It is a mechanism for these authorized users to set up new SPARQ User IDs, to assign roles and permissions to those new users, and when necessary, to reset passwords. This function is described in detail in Chapter 3, Section B.

### **4. My User Info:**

The ***My User Info*** function allows the user to review his privileges at any time. It also allows the user to change his password whenever he chooses. To access this function, click on the [My User Info](#) link on the **SPARQ Home Page** and the following screen will appear:

## D. System Tools

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

My User Info

SPARQ HOME | WDCS | LOGOUT | HELP

**QPRs**

- Grantee QPR
- Sub-Grantee QPRs
- State QPRs
- Submission Review

**Reporting**

- Management Reports

**System Tools**

- Participant Search
- Organization Search
- SPARQ User Accounts
- My User Info

User ID: Kenny

\* First Name:

\* Last Name:

\* E-mail Address:

Phone Number:

\* Required Field.

[Change Your Password](#)

**Assigned Roles**

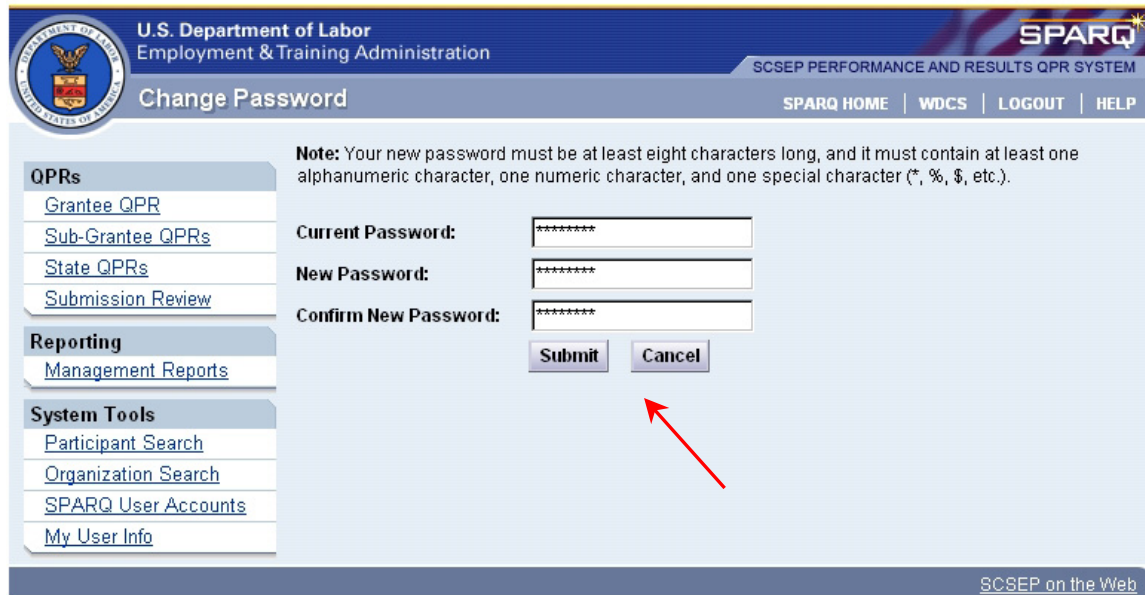
Role Type	Domain	Permission
GRANTEE	MR Testing	RWD
SUBGRANTEE	MRFU2	RW
SUBGRANTEE	MRFU1	RW
SUBGRANTEE	Employment Training Administration	RWD
SUBGRANTEE	MRFU3	RW
SUBGRANTEE ADMINISTRATOR	Employment Training Administration	RWD

SCSEP on the Web

The upper portion of the screen displays the user information that your Grantee/Sub-grantee Administrator entered when first establishing your SPARQ account. The lower portion of the screen lists the specific privileges that you have been granted – what roles you can assume when working in SPARQ, the groups of data you can access, and the rights or permissions that you have been given to create and alter data.

In order to change your password, click on the [Change Your Password](#) link. The **Change Password Screen** opens:

## D. System Tools



The screenshot shows the 'Change Password' page of the SPARQ system. The page header includes the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below the header, the page title is 'Change Password'. On the left side, there is a navigation menu with sections: 'QPRs' (Grantee QPR, Sub-Grantee QPRs, State QPRs, Submission Review), 'Reporting' (Management Reports), and 'System Tools' (Participant Search, Organization Search, SPARQ User Accounts, My User Info). The main content area contains a 'Note' about password requirements: 'Your new password must be at least eight characters long, and it must contain at least one alphanumeric character, one numeric character, and one special character (\*, %, \$, etc.).'. Below the note are three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. Each field contains a masked password (seven asterisks). To the right of the 'Confirm New Password' field are two buttons: 'Submit' and 'Cancel'. A red arrow points to the 'Submit' button. The footer of the page says 'SCSEP on the Web'.

Enter the password you are currently using into the “Current Password” field.

Enter a new password into the New Password field, and then again into the “Confirm New Password” field.

Click **SUBMIT** and the following confirmation message will be displayed:

## D. System Tools

The screenshot displays the 'Change Password' page of the SPARQ system. The header includes the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below the header, the page title 'Change Password' is visible, along with navigation links: 'SPARQ HOME', 'WDOS', 'LOGOUT', and 'HELP'. A red oval highlights a message in the center: 'Your password was changed successfully.' The left sidebar contains three main sections: 'QPRs' with links to 'Grantee QPR', 'Sub-Grantee QPRs', 'State QPRs', and 'Submission Review'; 'Reporting' with a link to 'Management Reports'; and 'System Tools' with links to 'Participant Search', 'Organization Search', 'SPARQ User Accounts', and 'My User Info'. The footer of the page reads 'SCSEP on the Web'.

U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP PERFORMANCE AND RESULTS QPR SYSTEM

Change Password

SPARQ HOME | WDOS | LOGOUT | HELP

*Your password was changed successfully.*

**QPRs**  
[Grantee QPR](#)  
[Sub-Grantee QPRs](#)  
[State QPRs](#)  
[Submission Review](#)

**Reporting**  
[Management Reports](#)

**System Tools**  
[Participant Search](#)  
[Organization Search](#)  
[SPARQ User Accounts](#)  
[My User Info](#)

SCSEP on the Web

## VI. ADMINISTRATIVE FUNCTIONS

### A. ADDING/EDITING SCSEP ORGANIZATIONS

#### 1. Adding SCSEP Organizations:

The functionality for adding SCSEP organizations is accessed from the **WDCS Main Screen**. To start, click on the **ORGANIZATIONS** button in the Administrative Functions section:

The screenshot shows the SPARQ Web Data Collection System interface. At the top, there is a header with the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below this is a blue bar with "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". The main content area has a section titled "Administrative Functions:" with two buttons: "Organizations" and "CSA Hours". Below this is a "PARTICIPANT SEARCH" section with input fields for "Participant Last Name" and "Social Security #", a "FIND PARTICIPANT" button, and an "Add Participant" button.

The following **Organizations Screen** will open:

## A. Adding/Editing SCSEP Organizations

The screenshot shows the 'Web Data Collection System' interface. At the top, there is a header with the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below this is a blue navigation bar with 'Web Data Collection System' and links for 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main content area has a breadcrumb trail 'WDCS Main > Organizations'. There are two tabs: 'Organizations' (selected) and 'Organization Contacts'. The 'Organizations' tab contains a form with 'Organization Name' (text input), 'Organization Type' (dropdown menu), a 'FIND' button, and a section with radio buttons for 'Host Agency', 'Employer', and 'Training Provider', followed by an 'Add' button.

Users can add information about a Host Agency, Employer or Training Facility by selecting one of the SCSEP Types and then clicking on **ADD**.

A new data entry screen for the type of organization selected by the user will open. Depending on the SCSEP Type selected, one of the following screens will appear:

## A. Adding/Editing SCSEP Organizations

For SCSEP Type = Host Agency:

The screenshot shows the 'Web Data Collection System' interface for the U.S. Department of Labor, Employment & Training Administration. The page is titled 'SCSEP DATA COLLECTION SYSTEM' and includes navigation links for 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The breadcrumb trail indicates the user is in 'WDCS Main > Organizations > Add Organization'.

The main section is titled 'HOST AGENCY INFORMATION' and contains a form with the following fields:

- 4. Name of host agency**: A text input field.
- 5. Host agency mailing address**: A section containing four sub-fields:
  - a. Number and Street, Suite Number; or PO Box**: A text input field.
  - b. City**: A text input field.
  - c. State**: A dropdown menu with 'Select One' as the current selection.
  - d. Zip code**: A text input field.
- 6. FEIN**: A text input field.
- 7. Host agency type**: A dropdown menu.
- 7a. Date of host agency agreement**: A date picker field.
- 7b. Date of host agency monitoring visit**: A date picker field.
- 8a. Host agency job codes**: Three dropdown menus labeled i, ii, and iii, each with 'Select One' as the current selection.
- 8b. Host agency continued availability**: Two radio buttons labeled 'a. Available' and 'b. Not available', followed by a 'Clear' button.

A 'Save' button is located at the bottom right of the form.



## A. Adding/Editing SCSEP Organizations

For SCSEP Type = Employer:

The screenshot shows the 'Web Data Collection System' interface for the U.S. Department of Labor, Employment & Training Administration. The header includes the department logo, the title 'U.S. Department of Labor Employment & Training Administration', and the system name 'SCSEP DATA COLLECTION SYSTEM'. Navigation links for 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP' are provided. The main section is titled 'EMPLOYER INFORMATION' and contains a form with the following fields:

3. Name of employer	<input type="text"/>
4. Employer mailing address	
a. Number and Street, Suite Number; or PO Box	<input type="text"/>
b. City	<input type="text"/>
c. State	<input type="text" value="-Select One-"/>
d. Zip code	<input type="text"/>
5. FEIN	<input type="text"/>
6. Employer type	<input type="text" value="Select One"/>
9. Employment site name and location	<input type="text"/>
9a. Employment received customer satisfaction survey in PY ____	
9b. Employer continued availability	

A 'Save' button is located at the bottom right of the form.

## A. Adding/Editing SCSEP Organizations

For SCSEP Type = Training Provider:

The screenshot shows the 'Web Data Collection System' interface for the 'U.S. Department of Labor Employment & Training Administration'. The header includes the 'SPARQ' logo and navigation links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main section is titled 'TRAINING PROVIDER INFORMATION' and contains a form with the following fields:

- 23. Name of training provider or OJE/OJT employer: (text input)
- 24. Training provider or OJE/OJT employer mailing address:
  - a. Number and Street, Suite Number; or PO Box (text input)
  - b. City (text input)
  - c. State (dropdown menu, currently showing '-Select One-')
  - d. Zip code (text input)
- 25. Training provider continued availability (text input)

A 'Save' button is located at the bottom right of the form.

Enter the appropriate information into the blank cells on the data entry screen and click on **SAVE** to create a new organization record in SPARQ.

Note that when initially creating an organization record, the organization may be designated as only one SCSEP Type – host agency, employer or training provider. However, the program allows a given organization to play more than role (for example, an organization may serve as both Host Agency and Employer). In these cases, the ***Edit Organization*** function can be used to indicate that the organization serves as more than one SCSEP Type. See next section for more information.

---

## A. Adding/Editing SCSEP Organizations

---

### **\*\* IMPORTANT \*\***

- Federal Employer Identification Numbers (FEINs) must be unique in SPARQ.
- The combination of (Organization Name + State) must also be unique.

## 2. Editing SCSEP Organizations:

To edit a SCSEP organization that was previously entered into SPARQ, the user first accesses the function by clicking on the **ORGANIZATIONS** button in the Administrative Functions section of the **WDCS Main Screen**.

When the **Organizations Screen** opens, the user utilizes the search function to locate the specific organization record to be updated. Entering the name of the organization to be edited into the Organization Name field and clicking on **FIND** will produce a list of records that match the entered criteria.

Instead of entering a specific organization's name in its entirety (e.g., "ABC Professionals"), a single letter (e.g., "A") or a combination of letters (e.g., "ABC") may be input into the Organization Name field. In the latter two cases, the list of records that is returned will contain all organizations with names that ***begin with*** that letter or letter combination. The user also has the option of further limiting the search results by specifying a SCSEP Type.

Organizations will be listed in alphabetical order in the search results. For example:

## A. Adding/Editing SCSEP Organizations

The screenshot shows the 'Web Data Collection System' interface for the U.S. Department of Labor, Employment & Training Administration. The header includes the SPARQ logo and navigation links: SPARQ HOME, MY ROLES, LOGOUT, and HELP. The main content area is titled 'WDCS Main > Organizations' and features two tabs: 'Organizations' (selected) and 'Organization Contacts'. Below the tabs are input fields for 'Organization Name' and 'Organization Type', followed by a 'FIND' button. A table displays search results for organizations, with columns for Organization Name, SCSEP Type, FEIN, Type, Street, City, State, Zip, ID, and Delete?. The table lists three organizations: A-1 Tech Solutions, A-Z Resource Management, and AAA Auto Service and Repair. Each row has an 'Edit' button and a 'Delete?' link. Below the table, it states '9 Organizations resulting from search: a' and provides radio button options for 'Host Agency', 'Employer', and 'Training Provider', along with an 'Add' button.

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Organizations

Organizations | Organization Contacts

Organization Name

Organization Type

FIND

	Organization Name	SCSEP Type	FEIN	Type	Street	City	State	Zip	ID	Delete?
Edit	A-1 Tech Solutions		16-2391222	For-profit	15 North Main	Pennington	NJ	08999	40753	<input type="checkbox"/>
Edit	A-Z Resource Management	Employer	23-9996999	For-profit	600 Spruce	Montgomery	NJ	08552	40767	<input type="checkbox"/>
Edit	AAA Auto Service and Repair	Training Provider		Not-for-profit	965 Brunswick Ave	Dayton	PA	18550	40729	<input type="checkbox"/>

9 Organizations resulting from search: a

☒ Host Agency ☐ Employer ☐ Training Provider

Click on **EDIT** for the organization to be updated and the data entry screen for that organization will open:

## A. Adding/Editing SCSEP Organizations

The screenshot shows the 'Edit an Organization' form within the SCSEP Data Collection System. The header includes the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below the header, it says 'Web Data Collection System' and 'SCSEP DATA COLLECTION SYSTEM'. Navigation links include 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. A breadcrumb trail shows 'WDCS Main > Edit Organization'. The form has two tabs: 'Organizations' (selected) and 'Organization Contacts'. The 'Edit an Organization' form contains the following fields:

- Organization name:** AAA Auto Service and Repair
- Organization mailing address:**
  - a. Number and Street, Suite Number; or PO Box:** 965 Brunswick Ave
  - b. City:** Dayton
  - c. State:** PENNSYLVANIA (dropdown menu)
  - d. Zip code:** 18550
- SCSEP type:**
  - ☐ Host Agency (Contacts button)
  - ☐ Unsubsidized Employer (Contacts button)
  - ☒ Training Provider (Contacts button)
- FEIN:** (empty text box)
- Organization type:** Not-for-profit (dropdown menu)
- Training Provider Data:**
  - 25. Training provider continued availability:** (empty text box)

A 'Save' button is located at the bottom right of the form.

At this point, the user may change any of the existing data or input new data previously left blank.

Certain fields on the screen may be grayed out, depending on the SCSEP Type of the organization selected for editing. If the organization is only a Host Agency, the users will not be able to add or edit fields that apply only to Employers and Training Providers. Similarly, if the organization serves as only a SCSEP employer or as only a SCSEP Training Provider, the fields that are not applicable will be grayed out.

### ***A. Adding/Editing SCSEP Organizations***

---

When editing an organization, the user may designate, if applicable, a second and third SCSEP Type for the organization. Simply click on the box for the appropriate SCSEP Type(s). Once an additional SCSEP Type is checked, additional fields specific to that SCSEP Type will become available for data entry.

Once all editing changes have been made, the user must click on **SAVE** to update the database.

## *B. Adding/Editing Organization Contacts*

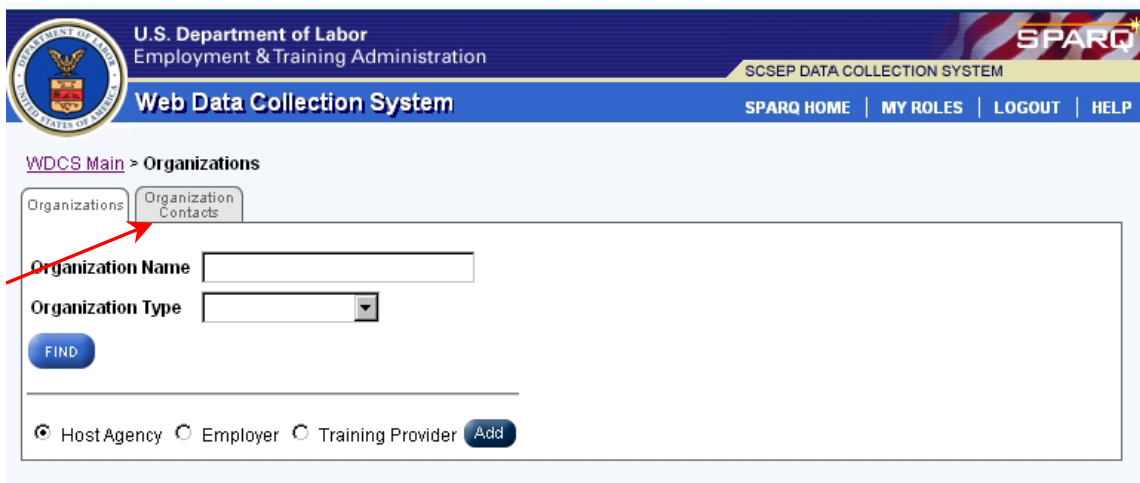
---

### **B. ADDING/EDITING ORGANIZATION CONTACTS**

#### **1. Adding Organization Contacts:**

The functionality for adding organization contacts is accessed from the **WDCS Main Screen**. To start, click on the **ORGANIZATIONS** button in the Administrative Functions section:

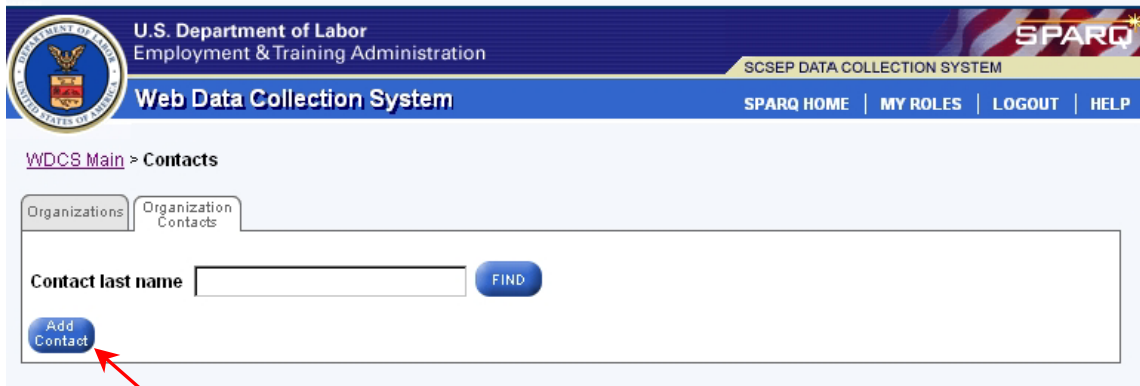
After the **Organizations Screen** opens, click on the **ORGANIZATIONS CONTACT** tab.



The screenshot shows the WDCS Main screen. At the top, there is a header for the U.S. Department of Labor Employment & Training Administration, SCSEP DATA COLLECTION SYSTEM, and the SPARQ logo. Below the header, the title "Web Data Collection System" is displayed. The main content area shows the "WDCS Main > Organizations" breadcrumb. There are two tabs: "Organizations" and "Organization Contacts". A red arrow points to the "Organization Contacts" tab. Below the tabs, there is a form with fields for "Organization Name" and "Organization Type". A "FIND" button is located below the "Organization Type" field. At the bottom of the form, there are radio buttons for "Host Agency", "Employer", and "Training Provider", followed by an "Add" button.

When the Organizations Contact tab opens, click on the **ADD CONTACT** button to begin the process of entering a new organization contact:

## ***B. Adding/Editing Organization Contacts***



The screenshot displays the 'Web Data Collection System' interface. At the top, there is a header with the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below this, a navigation bar includes 'Web Data Collection System' and links for 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main content area shows a breadcrumb trail 'WDCS Main > Contacts'. There are two tabs: 'Organizations' and 'Organization Contacts'. Below the tabs is a search bar with the label 'Contact last name', a text input field, and a 'FIND' button. A red arrow points to a blue 'Add Contact' button located at the bottom left of the main content area.

Enter the appropriate information into the blank cells on the data entry screen. Before saving the data, the user must also link the organization contact to a specific organization. Use the Organization Information Link Box to choose an organization from a list of all of those available:



## B. Adding/Editing Organization Contacts

WDCS Main > Contacts

Organizations Organization Contacts

**Organization Contact Name:**


<b>Name of contact</b>	Last Name	First Name
	Brown	Dan

**Contact's mailing address if different from Organization**

<b>a. Organization or address field 1</b>			
<b>b. Number and Street, Suite Number; or PO Box or address field 2</b>			
<b>c. City</b>			
<b>d. State</b>	Select One	<b>e. Zip Code</b>	
<b>Title</b>	Director, Library	<b>Salutation</b>	<input checked="" type="radio"/> Mr. <input type="radio"/> Ms. <input type="button" value="Clear"/>
<b>Phone Number</b>	609 275-2222		
<b>Fax Number</b>			
<b>E-mail</b>			
<b>Funding source of supervisor or contact person/supervisor</b>	<input type="radio"/> Federal <input type="radio"/> Non-Federal \$ (hourly rate) (average hours per week) <input type="button" value="Clear"/>		

**Organization Information Link**

<b>Current Organization name</b>	<b>SCSEP Type</b>
Select an Organization	



When the screen is refreshed, the selected organization will be displayed under Current Organization Name:

## B. Adding/Editing Organization Contacts

Organizations Organization Contacts

Organization Contact Name:

Name of contact		Last Name	First Name
		Brown	Dan

Contact's mailing address if different from Organization

a. Organization or address field 1			
b. Number and Street, Suite Number; or PO Box or address field 2			
c. City			
d. State	Select One	e. Zip Code	
Title	Director, Library	Salutation	<input checked="" type="radio"/> Mr. <input type="radio"/> Ms. <input type="button" value="Clear"/>
Phone Number	609 275-2222		
Fax Number			
E-mail			
Funding source of supervisor or contact person/supervisor	<input type="radio"/> Federal <input type="radio"/> Non-Federal \$ (hourly rate) (average hours per week) <input type="button" value="Clear"/>		

Organization Information Link

Current Organization name	SCSEP Type
Aspirations	<input type="checkbox"/> Host Agency
Select an Organization	

1

2

Save

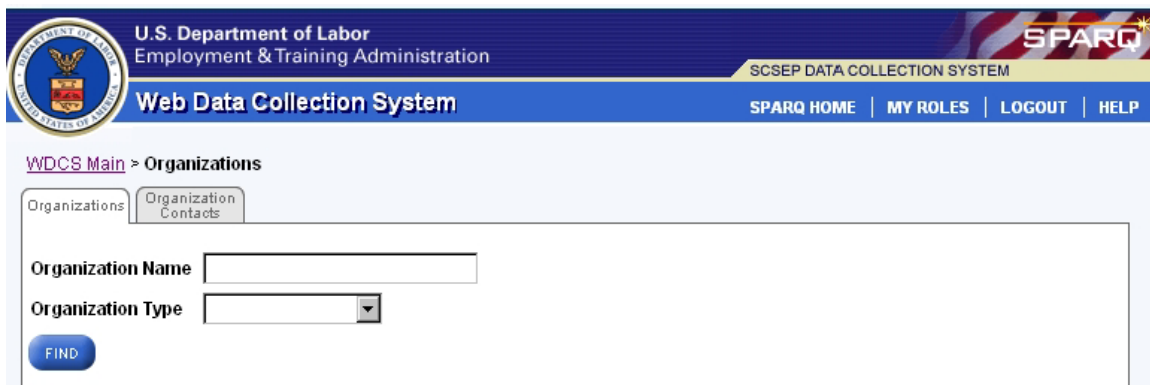
Choose the appropriate SCSEP Type from those listed (1), then click on **SAVE** (2) to create a new organization contact record in SPARQ.

## ***B. Adding/Editing Organization Contacts***

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### **2. Editing Organization Contacts:**

The functionality for editing organization contacts is also accessed by clicking on the **Organizations** button in the Administrative Functions section of the **WDCS Main Screen**. When the **Organization Screen** opens, click on the Organization Contacts tab.



The screenshot displays the WDCS Main Screen interface. At the top, there is a blue header bar with the U.S. Department of Labor logo on the left, the text "U.S. Department of Labor Employment & Training Administration" in the center, and the "SPARQ" logo on the right. Below the header, a blue bar contains the text "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". The main content area has a breadcrumb trail "WDCS Main > Organizations". Below this, there are two tabs: "Organizations" and "Organization Contacts", with the latter being selected. The "Organization Contacts" tab shows a search form with two input fields: "Organization Name" and "Organization Type" (which is a dropdown menu). A blue "FIND" button is located below the "Organization Name" field.

On the **Organization Contacts Screen**, the user first uses the search function to locate the specific organization contact record to be edited. This search function is similar to the **Organization Search** function. Enter the last name of the organization contact to be edited, then click on **FIND**. A list of records that match the entry will be displayed.

Instead of entering a specific organization contact's name in its entirety (e.g., "ABC Professionals"), a single letter (e.g., "A") or a combination of letters (e.g., "ABC") may be input. In the latter two cases, the list of records that is returned will contain all organization contacts with names that ***begin with*** that letter or letter combination.

In the search results, organization contacts will be listed in alphabetical order. For example:

## B. Adding/Editing Organization Contacts

The screenshot shows the 'Web Data Collection System' interface. At the top, there is a header with the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below this, a blue bar contains 'Web Data Collection System' and navigation links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main content area has a breadcrumb trail 'WDCS Main > Contacts'. There are two tabs: 'Organizations' and 'Organization Contacts'. Below the tabs is a search form with a text input labeled 'Contact last name' and a 'FIND' button. Below the search form is a table with the following columns: 'Last Name', 'First Name', 'Phone', 'Street', 'City', 'State', 'Zip', and 'Delete?'. The table contains three rows of data. Each row has an 'Edit' button on the left and a delete icon (a red square with a white 'X') on the right. A red arrow points to the 'Edit' button of the third row. Below the table, it says '485 contact resulting from search: b'. At the bottom left of the table area is an 'Add Contact' button.

	Last Name	First Name	Phone	Street	City	State	Zip	Delete?
<a href="#">Edit</a>	B. Adkins	Mikki	7067245901					
<a href="#">Edit</a>	B. Bryant	Phillip	9047663589					
<a href="#">Edit</a>	B. Johnson	Cecelia	7067220086					

485 contact resulting from search: b

[Add Contact](#)

When the search results appear, click on the **EDIT** button next to the organization contact record to be edited. This opens a data entry screen for the organization contact selected by the user:

## B. Adding/Editing Organization Contacts

Employment & Training Administration  
SCSEP DATA COLLECTION SYSTEM

**Web Data Collection System** SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > **Contacts**

Organizations | Organization Contacts

**Organization Contact Name:**

<b>Name of contact</b>		<b>Last Name</b>	<b>First Name</b>
		B. Adkins	Vikki
<b>Contact's mailing address if different from Organization</b>			
<b>a. Organization or address field 1</b>			
<b>b. Number and Street, Suite Number; or PO Box or address field 2</b>			
<b>c. City</b>			
<b>d. State</b>	Select One	<b>e. Zip Code</b>	
<b>Title</b>		<b>Salutation</b>	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="button" value="Clear"/>
<b>Phone Number</b>	7067245901		
<b>Fax Number</b>			
<b>E-mail</b>			
<b>Funding source of supervisor or contact person/supervisor</b>	<input type="radio"/> Federal <input type="radio"/> Non-Federal \$ (hourly rate) (average hours per week) <input type="button" value="Clear"/>		

**Organization Information Link**

<b>Current Organization name</b>	<b>SCSEP Type</b>
Ronald McDonald House	<input checked="" type="checkbox"/> Host Agency
If you wish to link this contact with another organization, select it here	

At this point, the user may change any of the existing data or input new data previously left blank. When done, the user must click on **SAVE** to update the database.

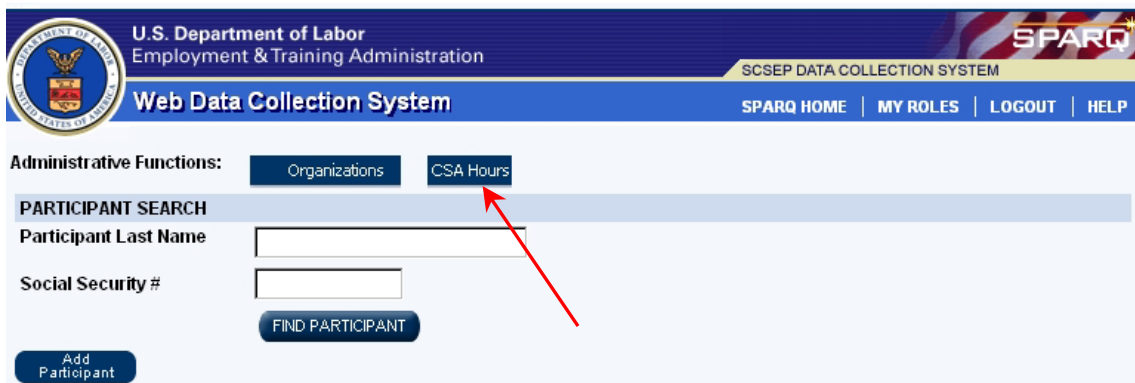
## *C. Adding/Editing Hours for Multiple Participants*

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### **C. ADDING/EDITING CSA AND TRAINING HOURS FOR MULTIPLE PARTICIPANTS**

#### **1. Adding CSA and Training Hours for Multiple Participants:**

The functionality for entering CSA Total Paid Hours and Total Training Hours for multiple users can be accessed from the **WDCS Main Screen**. To start, click on the **CSA HOURS** button in the Administrative Functions section:



The screenshot displays the WDCS Main Screen interface. At the top, the header includes the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", the "SPARQ" logo, and the "SCSEP DATA COLLECTION SYSTEM" label. Below the header, the "Web Data Collection System" title is shown alongside navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". The "Administrative Functions:" section contains two buttons: "Organizations" and "CSA Hours". A red arrow points to the "CSA Hours" button. Below this section is the "PARTICIPANT SEARCH" area, which includes input fields for "Participant Last Name" and "Social Security #", a "FIND PARTICIPANT" button, and an "Add Participant" button.

## C. Adding/Editing Hours for Multiple Participants

---

When the **CSA Hours Screen** opens:

U.S. Department of Labor  
Employment & Training Administration

Web Data Collection System

SCSEP DATA COLLECTION SYSTEM

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > CSA Hours

Grantee/Sub-Grantee Choose a Grantee/Sub-Grantee

Program Year Choose a Program Year

FIND

1

2

- (1) Select the correct set of data to work with using the Grantee/Sub-Grantee dropdown. In addition, select the appropriate Program Year from those available in the Program Year dropdown
- (2) Clicking on **FIND** refreshes the **CSA Hours Screen** and displays a new data entry section:

## C. Adding/Editing Hours for Multiple Participants

The screenshot shows the 'Web Data Collection System' interface. At the top, there is a header with the U.S. Department of Labor logo and the text 'U.S. Department of Labor Employment & Training Administration'. To the right, it says 'SCSEP DATA COLLECTION SYSTEM' and 'SPARQ'. Below the header, there are navigation links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main content area is titled 'WDCS Main > CSA Hours'. It contains two dropdown menus: 'Grantee/Sub-Grantee' set to 'DOL - ETA' and 'Program Year' set to '2005'. A blue 'FIND' button is below these. The main table is titled 'Program Year 2005'. It has columns for 'Participant Name', 'Host Agency', 'Hours Worked' (Qtr 1, Qtr 2, Qtr 3, Qtr 4), and 'Training Hours' (Qtr 1, Qtr 2, Qtr 3, Qtr 4). The table lists several participants with their respective host agencies and hours entered for each quarter. At the bottom right of the table, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button.

Participant Name	Host Agency	Hours Worked				Training Hours			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Johnson, Sue (1122)	Allied Business Systems	219				20			
Jones, Anna (1133)	Allied Business Systems								
Jones, Mary (0111)	Aspirations	48	65	60		20	15		
Lee, Amy (9100)	Princeton Public Library	65	260	40					
Price, Judy (0456)	Princeton Public Library								

The table lists in alphabetical order all participants with one or more active assignments in the selected program year. At this point, the user may enter CSA Total Paid Hours and/or Total Training Hours by quarter for the assignment(s) of any of the participants listed. When data entry is completed, the user must click on **SAVE** to update the database.

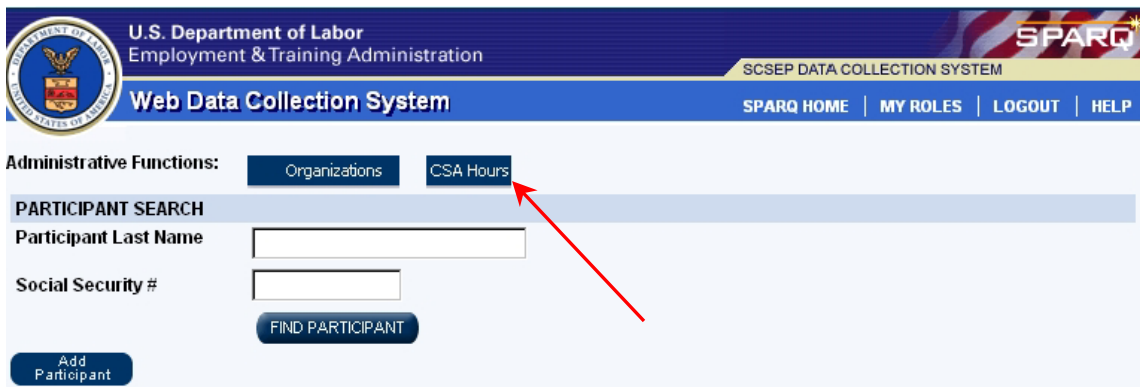


## *C. Adding/Editing Hours for Multiple Participants*

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### **2. Editing CSA and Training Hours for Multiple Participants:**

The functionality for editing CSA and Training Hours for multiple participants is also accessed by clicking on the **CSA HOURS** button in the Administrative Functions section of the **WDCS Main Screen**:



The screenshot displays the WDCS Main Screen interface. At the top, the header includes the U.S. Department of Labor Employment & Training Administration logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SCSEP DATA COLLECTION SYSTEM" label. Below this, the "Web Data Collection System" title is shown, along with navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". The "Administrative Functions:" section contains two buttons: "Organizations" and "CSA Hours". A red arrow points to the "CSA Hours" button. Below this section is the "PARTICIPANT SEARCH" area, which includes input fields for "Participant Last Name" and "Social Security #", a "FIND PARTICIPANT" button, and an "Add Participant" button.

## *C. Adding/Editing Hours for Multiple Participants*

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When the **CSA Hours Screen** opens:

The screenshot shows the 'Web Data Collection System' interface. At the top, there is a header with the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below this is a navigation bar with 'SCSEP DATA COLLECTION SYSTEM' and links for 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main content area is titled 'WDCS Main > CSA Hours'. It contains two dropdown menus: 'Grantee/Sub-Grantee' with the text 'Choose a Grantee/Sub-Grantee' and 'Program Year' with the text 'Choose a Program Year'. Below these is a blue 'FIND' button. Red arrows with numbers 1 and 2 point to the dropdown menus and the 'FIND' button respectively.

- (1) Select the correct set of data to work with as well as the appropriate Program Year using the dropdowns.
- (2) Click on **FIND** to refresh the **CSA Hours Screen** so that it displays the data entry section:

## C. Adding/Editing Hours for Multiple Participants

The screenshot shows the SPARQ Web Data Collection System interface. At the top, there is a header with the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below this is a navigation bar with "Web Data Collection System" and links for "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Below the navigation bar, there is a breadcrumb trail: "WDCS Main > CSA Hours".

There are two dropdown menus for "Grantee/Sub-Grantee" (set to "DOL - ETA") and "Program Year" (set to "2005"). A "FIND" button is located below these menus.

The main data area is titled "Program Year 2005" and contains a table with columns for "Participant Name", "Host Agency", "Hours Worked" (Qtr 1, Qtr 2, Qtr 3, Qtr 4), and "Training Hours" (Qtr 1, Qtr 2, Qtr 3, Qtr 4). The table lists several participants with their respective hours entered in the Qtr 1 and Qtr 2 columns. A red arrow points to the "Save" button at the bottom right of the table.

Participant Name	Host Agency	Hours Worked				Training Hours			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Johnson, Sue (1122)	Allied Business Systems	219				20			
Jones, Anna (1133)	Allied Business Systems								
Jones, Mary (0111)	Aspirations	48	65	60		20	15		
Lee, Amy (9100)	Princeton Public Library	65	260	40					
Price, Judy (0456)	Princeton Public Library								

At the bottom right of the table, there are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

Similar to the *Add CSA Hours* function, the *Edit CSA Hours* function displays in alphabetical order all participants with an active assignment in the selected program year. At this point the user may change any CSA Total Paid Hours field and/or Total Training Hours field previously entered or add new data. When all editing is completed, the user must click on **SAVE** to update the database.

## VII. PARTICIPANT FUNCTIONS

### A. ADDING A NEW PARTICIPANT

Before attempting to add a new participant record to SPARQ, it is strongly recommended that the user search for the person in the SPARQ database. By using the program-wide *Participant Search* function on the **SPARQ Home Page**, the user can identify if a database record already exists for the person. (See Chapter 5, Section D for instructions).

Once it has been confirmed that the new applicant/participant does not already exist in SPARQ, he can be added to the database. The *Add Participant* function allows the user to do two things: 1) add basic participant data into the system, and 2) create an enrollment for the participant.

To begin the process, click on the **ADD PARTICIPANT** button on the **WDCS Main Screen**:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

Add Participant

The screen that will appear next is the **Participant Information Screen**:

## A. Adding a New Participant

 U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

**Web Data Collection System**

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add Participant

Participant Information   Eligibility   Other Personal Characteristics   Eligibility Determination   Enrollment Information

**PARTICIPANT INFORMATION**

Local Site	<input type="text"/>	Case Worker	<input type="text"/>
1. Last Name	<input type="text"/>		
2. First Name	<input type="text"/>		
3. Middle initial	<input type="text"/>		
4. Social Security Number	<input type="text"/> - <input type="text"/> - <input type="text"/>		
5. Home phone number	<input type="text"/> ( <input type="text"/> ) <input type="text"/> - <input type="text"/>		

**6. Mailing Address**

a. Number and Street, Apt. Number; or PO Box	<input type="text"/>
b. City	<input type="text"/>
c. County	<input type="text"/>
d. State	Select One <input type="text"/>
e. Zip Code	<input type="text"/>

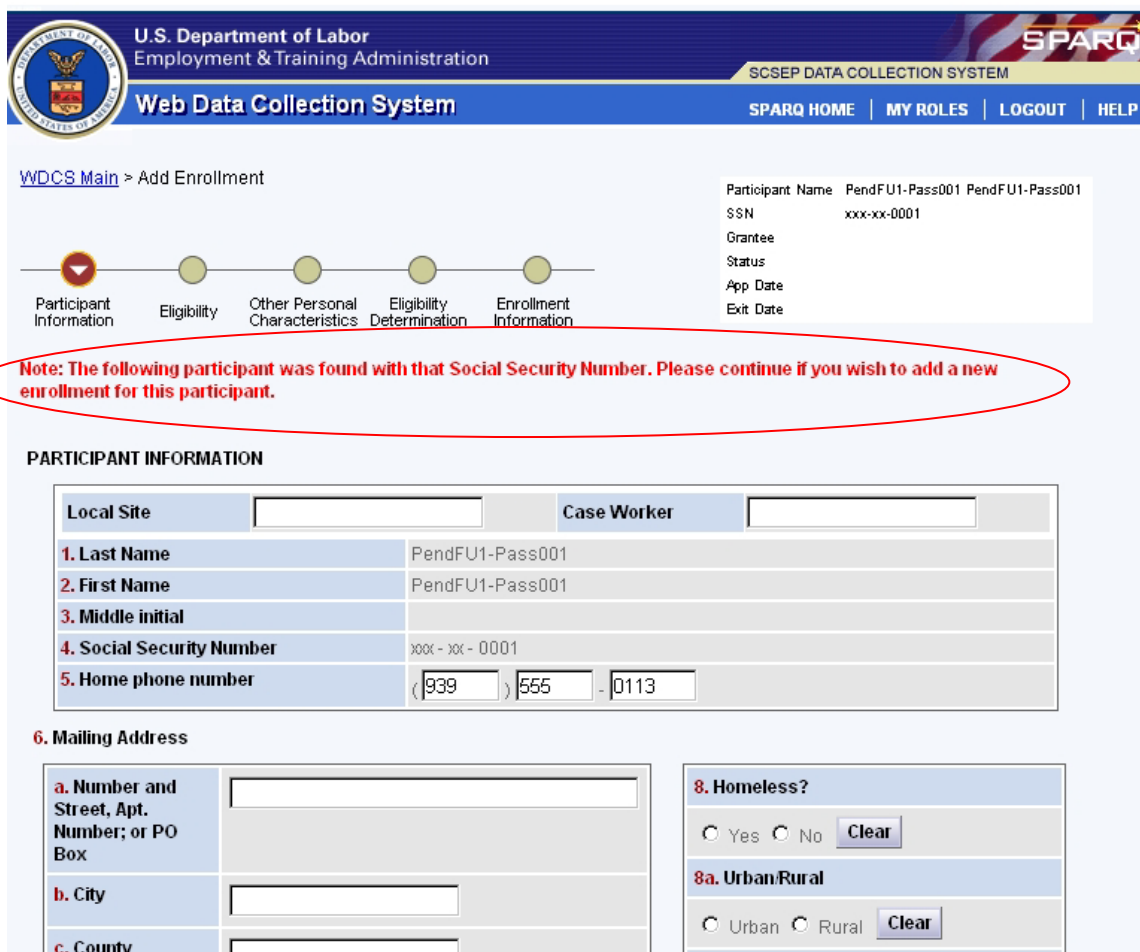
<b>8. Homeless?</b> <input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/>
<b>8a. Urban/Rural</b> <input type="radio"/> Urban <input type="radio"/> Rural <input type="button" value="Clear"/>
<b>9. Application date for enrollment or re-enrollment</b> <input type="text"/> <input type="button" value="X"/>

### **\*\* IMPORTANT \*\***

Three fields are required in order to create a new Participant record – Last name, Social Security Number and Application Date.

If the user attempts to add a new participant using a Social Security Number that already exists in SPARQ, the following message will appear:

## A. Adding a New Participant



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Add Enrollment

Participant Name: PendFU1-Pass001 PendFU1-Pass001  
SSN: xxx-xx-0001  
Grantee:  
Status:  
App Date:  
Exit Date:

Participant Information Eligibility Other Personal Characteristics Eligibility Determination Enrollment Information

**Note: The following participant was found with that Social Security Number. Please continue if you wish to add a new enrollment for this participant.**

**PARTICIPANT INFORMATION**

Local Site		Case Worker	
1. Last Name	PendFU1-Pass001		
2. First Name	PendFU1-Pass001		
3. Middle initial			
4. Social Security Number	xxx-xx-0001		
5. Home phone number	(939) 555-0113		

**6. Mailing Address**

a. Number and Street, Apt. Number; or PO Box		8. Homeless?	<input type="radio"/> Yes <input type="radio"/> No <input type="button" value="Clear"/>
b. City		8a. Urban/Rural	<input type="radio"/> Urban <input type="radio"/> Rural <input type="button" value="Clear"/>
c. County			

At this point, the user can either add a new enrollment for the existing participant, or return to the **WDCS Main Screen** and begin again.

If the Social Security Number that is entered is not a duplicate, the user may navigate to the other participant screens after completing data entry on this screen. This can be accomplished either by clicking on the **NEXT** button at the bottom of the page or by selecting one of the choices on the navigation bubble line located in the upper left. Note that the navigation bubble line presents the participant screens in the same logical sequence they appeared in the previous version of the DCS. While screens do not have to be

## A. Adding a New Participant

accessed in order, for the purposes of this discussion, they will be reviewed in sequence.

Clicking on the **NEXT** button, the user is brought to the **Eligibility Information Screen**:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Add Participant

Participant Information | **Eligibility** | Other Personal Characteristics | Eligibility Determination | Enrollment Information

Participant Name: UG  
SSN: xxx-xx-1414  
Grantee:  
Status:  
App Date: 04/01/2006  
Exit Date:

**ELIGIBILITY INFORMATION**

10. Date of birth:

11. Number in family:

12. Receiving public assistance? (check as many as apply)

a. ☐ No      b. ☐ Supplemental Security Income (SSI)      c. ☐ TANF

d. ☐ State or local welfare (General Assistance)      e. ☐ Food Stamps

f. ☐ Subsidized housing      g. ☐ Social Security Disability (SSDI)      h. ☐ Other (specify)

13. Employed prior to participation?

☐ i. Employed    ☐ ii. Employed, but with notice of termination    ☐ iii. Not employed   

14. Total includable family income for last six months, annualized: \$

15. Family income at or below 100% poverty level? ☐ Yes ☐ No

16. Formerly a participant in any SCSEP project? ☐ Yes ☐ No

17. Transferred from another project? No

If yes, specify prior grantee code:

17a. Change of sub-grantee? No

If yes, specify prior sub-grantee code:

## A. Adding a New Participant

Note that basic participant identifying information is displayed in the upper right corner of this screen. This information serves as a reminder to the user of which record he is working with. Participant identifying information can be found on most SPARQ detail screens. The specific data that are displayed are dependent upon what information has already been entered into the system for this person.

When all appropriate data has been entered into the **Eligibility Information Screen**, the user may continue to the **Other Personal Characteristics Screen**:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add Participant

Participant Name: UG  
SSN: xxx-xx-1414  
Grantee:  
Status:  
App Date: 04/01/2006  
Exit Date:

Participant Information | Eligibility | **Other Personal Characteristics** | Eligibility Determination | Enrollment Information

**OTHER PERSONAL CHARACTERISTICS**

18. Gender  
☐ Male ☐ Female ☐ Did not voluntarily report. [Clear](#)

19. Ethnicity: Hispanic, Latino, or Spanish origin?  
☐ Yes ☐ No ☐ Did not voluntarily report. [Clear](#)

20. Race  
a. ☐ American Indian or Alaskan Native  
b. ☐ Asian  
c. ☐ Black, African American  
d. ☐ Native Hawaiian/Pacific Islander  
e. ☐ White  
f. ☐ Did not voluntarily report.

21. Education - last grade completed  
Select One

22. Limited English Proficiency (LEP)  
☐ Yes ☐ No [Clear](#)

23. If LEP, please specify primary language  
Select One

If "Other" language is selected, please specify

24. Literacy skills deficient?  
☐ Yes ☐ No [Clear](#)

25. Veteran (or qualified spouse of veteran)?  
☐ a. Non-qualified veteran ☐ b. Qualified veteran ☐ c. Qualified spouse of veteran ☐ d. None of the above [Clear](#)



## A. Adding a New Participant

The fourth screen in the *Add Participant* function is the **Eligibility Determination Screen**:

The screenshot shows the 'Eligibility Determination' screen within the 'Web Data Collection System'. The header includes the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below the header, a navigation bar contains 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. A breadcrumb trail reads 'WDACS Main > Add Participant'. A progress bar at the top shows five steps: 'Participant Information', 'Eligibility', 'Other Personal Characteristics', 'Eligibility Determination' (the current step, highlighted with a red circle), and 'Enrollment Information'. To the right of the progress bar, a table displays participant information: 'Participant Name' (UG), 'SSN' (xxx-xx-1414), 'Grantee', 'Status', 'App Date' (04/01/2006), and 'Exit Date'. Below this, the 'ELIGIBILITY DETERMINATION' section contains two main parts. The first part, '34. Eligibility', has radio buttons for 'Eligible' and 'Ineligible', and a 'Clear' button. The second part, '35. If ineligible, reason (check as many as apply)', lists five reasons with checkboxes: 'a. Age', 'b. Income', 'c. Residence outside of state', 'd. Failed to complete application or provide required documentation', and 'e. Other (specify)' with a text input field. The third part, '36. If ineligible, action taken (check as many as apply)', lists five actions with checkboxes: 'a. Referred to One-Stop', 'b. Referred to social services', 'c. Referred to another project', 'd. Placed in unsubsidized employment pursuant to MOU', and 'e. Other (specify)' with a text input field. At the bottom right, there are four buttons: '<< Previous', 'Next >>', 'Save', and 'Reset Form'.

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDACS Main > Add Participant

Participant Information | Eligibility | Other Personal Characteristics | **Eligibility Determination** | Enrollment Information

Participant Name: UG  
SSN: xxx-xx-1414  
Grantee:  
Status:  
App Date: 04/01/2006  
Exit Date:

**ELIGIBILITY DETERMINATION**

**34. Eligibility** ☐ Eligible ☐ Ineligible

**35. If ineligible, reason (check as many as apply)**

a. ☐ Age b. ☐ Income c. ☐ Residence outside of state  
d. ☐ Failed to complete application or provide required documentation  
e. ☐ Other (specify)

**36. If ineligible, action taken (check as many as apply)**

a. ☐ Referred to One-Stop b. ☐ Referred to social services  
c. ☐ Referred to another project  
d. ☐ Placed in unsubsidized employment pursuant to MOU  
e. ☐ Other (specify)

<< Previous Next >> Save Reset Form

When done with the **Eligibility Determination Screen**, the user may navigate to the **Enrollment Information Screen**:

## A. Adding a New Participant



U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Participant Information

Eligibility

Other Personal Characteristics

Eligibility Determination

Enrollment Information

Participant Name

SSN

Grantee

Status

App Date

Exit Date


UG

xxx-xx-1414

04/01/2006

After entering data on this screen, the user should click on **SAVE** at the bottom of the screen to update the SPARQ database. A confirmation message will be displayed in red in the upper left of the screen:

## A. Adding a New Participant



U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Participant Information

Eligibility

Other Personal Characteristics

Eligibility Determination

Enrollment Information

Recertification

Participant Name

UG

SSN

xxx-xx-1414

Grantee

Department of Labor

Status

Pending

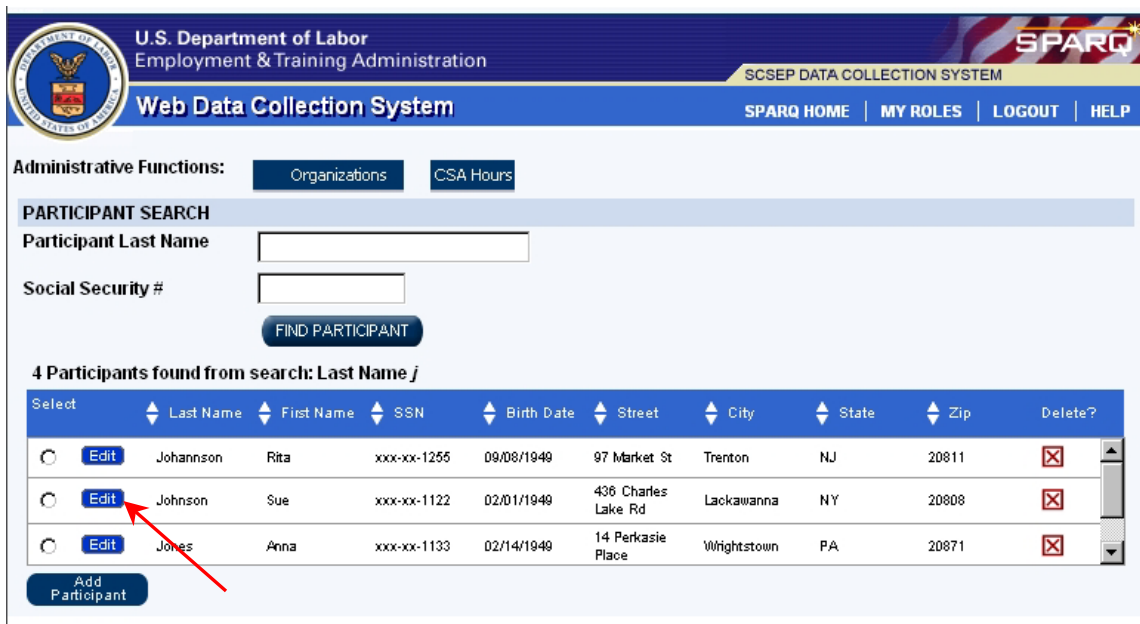
App Date

04/01/2006

Exit Date

### B. EDITING A PARTICIPANT

To edit the basic information about a participant, the user must first use the *Participant Search* function on the **WDCS Main Screen** to locate the record of the participant.



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <a href="#">Edit</a>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input type="radio"/> <a href="#">Edit</a>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <a href="#">Edit</a>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

[Add Participant](#)

When the user clicks on the **EDIT** button next to the name of the desired participant, **Edit Participant Screen** is displayed:

## *B. Editing a Participant*

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

**Edit Participant**

[WDCS Main](#) > Edit Participant

**PARTICIPANT INFORMATION**

1. Last Name	Johnson
2. First Name	Sue
3. Middle Initial	
4. Social Security Number	111 - 11 - 1122

**Save** **Reset Form**

Once the appropriate data has been updated, the user clicks on **SAVE** to update the database.

### C. EDITING AN ENROLLMENT

To edit an existing enrollment record, the user must first use the *Participant Search* function on the **WDCS Main Screen** to locate the record of the participant. The user selects the participant that is to be edited from the list of participants that is displayed:

The screenshot shows the SPARQ Web Data Collection System interface. At the top, there is a header with the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". Below this is a blue bar with "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are two buttons: "Organizations" and "CSA Hours". Below these is a section titled "PARTICIPANT SEARCH". It contains two input fields: "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it says "4 Participants found from search: Last Name j". There is a table with the following columns: "Select", "Last Name", "First Name", "SSN", "Birth Date", "Street", "City", "State", "Zip", and "Delete?".

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johansson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button. A red arrow points to the "Edit" button for the first participant, Johansson.

When the screen refreshes and the Selected Record Box appears, all enrollments for the participant will be displayed:

## C. Editing an Enrollment

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo is on the left, and the SPARQ logo is on the right. The header text reads "U.S. Department of Labor Employment & Training Administration" and "SCSEP DATA COLLECTION SYSTEM". Below the header, there are navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are two buttons: "Organizations" and "CSA Hours".

The "PARTICIPANT SEARCH" section includes input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it states "4 Participants found from search: Last Name j". A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button.

The "Selected Record" section shows details for Sue Johnson, including her SSN (xxx-xx-1122), address (436 Charles Lake Rd, Lackawanna, NY 20808), and phone number ((834) 783-2202). It also features an "Enrollments" table:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	07/15/2005	Y		<input type="checkbox"/>

A red arrow points to the "Edit" button next to the selected enrollment record. Below the enrollment table are buttons for "View Participant Profile", "Add Enrollments", "Assignments/Exits", and "Placements".

The user then selects the enrollment to be edited by clicking on the **EDIT** button next to the appropriate record. Note that if there is only one enrollment, it will be automatically selected.

At this point the user will be brought to the **Participant Information Screen**:

## C. Editing an Enrollment



U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Enrollment

SPARQ HOME | MY ROLES | LOGOUT | HELP

Participant Information

Eligibility

Other Personal Characteristics

Eligibility Determination

Enrollment Information

Recertification

Participant Name

SSN

Grantee

Status

App Date

Exit Date

Sue Johnson

xxx-xx-1122

Department of Labor

Active

07/15/2005

Using the **NEXT** and **PREVIOUS** buttons at the bottom of the screen or the navigation bubble line, the user can move to the screen(s) that contain the data to be changed or added. Once the appropriate enrollment data have been updated, the user clicks on **SAVE** to update the database.



### D. ADDING/EDITING COMMUNITY SERVICE ASSIGNMENTS (CSAs)

#### 1. Adding a Community Service Assignment:

To add a Community Service Assignment record to an existing participant, the user must first locate the appropriate record using the ***Participant Search*** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johansson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:

## D. Adding/Editing CSAs

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'U.S. Department of Labor Employment & Training Administration' are visible. The 'Web Data Collection System' title is prominent, along with navigation links: SPARQ HOME, MY ROLES, LOGOUT, and HELP. Below this, 'Administrative Functions' includes buttons for 'Organizations' and 'CSA Hours'. The 'PARTICIPANT SEARCH' section features input fields for 'Participant Last Name' and 'Social Security #', followed by a 'FIND PARTICIPANT' button. A message states '4 Participants found from search: Last Name j'. Below this is a table of participants with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. Three participants are listed: Johansson, Rita; Johnson, Sue; and Jones, Anna. Each row has an 'Edit' button and a delete icon. Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson, including her SSN, address, and phone number. An 'Enrollments' table is displayed with columns: Select, Application Date, Eligible, Exit Date, and Delete?. One enrollment is shown for 07/15/2005, marked as eligible. Below the enrollment table are buttons: 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. Red arrows and numbers 1 and 2 highlight the 'Add Enrollments' button and the 'Assignments/Exits' button, respectively.

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johansson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

Selected Record

Sue Johnson  
xxx-xx-1122  
436 Charles Lake Rd  
Lackawanna, NY 20808  
(834) 783-2202

Enrollments

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements

- (1) Choose the enrollment that the new assignment is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Click on the **ASSIGNMENTS/EXITS** button and a new Assignments/Exits Box will appear listing the existing assignments (if any) that are associated with the selected enrollment:

## D. Adding/Editing CSAs

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the logo, the text "SCSEP DATA COLLECTION SYSTEM" is visible. The main header area includes "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are two buttons: "Organizations" and "CSA Hours".

The "PARTICIPANT SEARCH" section contains input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it states "4 Participants found from search: Last Name j". A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasi Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button.

The "Selected Record" section shows details for Sue Johnson (SSN: xxx-xx-1122, Phone: (834) 783-2202). It includes an "Enrollments" table:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	07/15/2005	Y		<input type="checkbox"/>

Below the enrollments table are buttons: "View Participant Profile", "Add Enrollments", "Assignments/Exits", and "Placements".

The "Assignments/Exits for Application Date: 07/15/05" section shows a table:

Edit	Assignment Date	Started	Ended	Host Agency	Delete?
<input type="checkbox"/>	08/05/2005	08/08/2005		Allied Business Systems	<input type="checkbox"/>

At the bottom of the "Assignments/Exits" section is a button labeled "Add Assignments and Exits", which is highlighted with a red arrow.

To add a new assignment, click on **ADD ASSIGNMENTS AND EXITS** and the first screen in the *Add Assignment* function, **Host Agency Information**, will be displayed:

## D. Adding/Editing CSAs



U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Assignments/Exits

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add Assignment

▼

Host-Agency Information

● Contact Information

● Assignment Information

● Training Information

● Exit

Participant NameSue Johnson

SSNxxx-xx-1122

Grantee

App Date07/15/2005

Assignment Date

Assignment Start Date

Assignment End Date

Exit Date

Host Agency

Host Agency ID

HOST AGENCY INFORMATION

4. Name of host agency

Select Host Agency:

☐ Allied Business Systems

☐ American Association for Handicap Assistance

☐ Aspirations

☐ Princeton Public Library

[Add New Host Agency](#)

5. Host agency mailing address

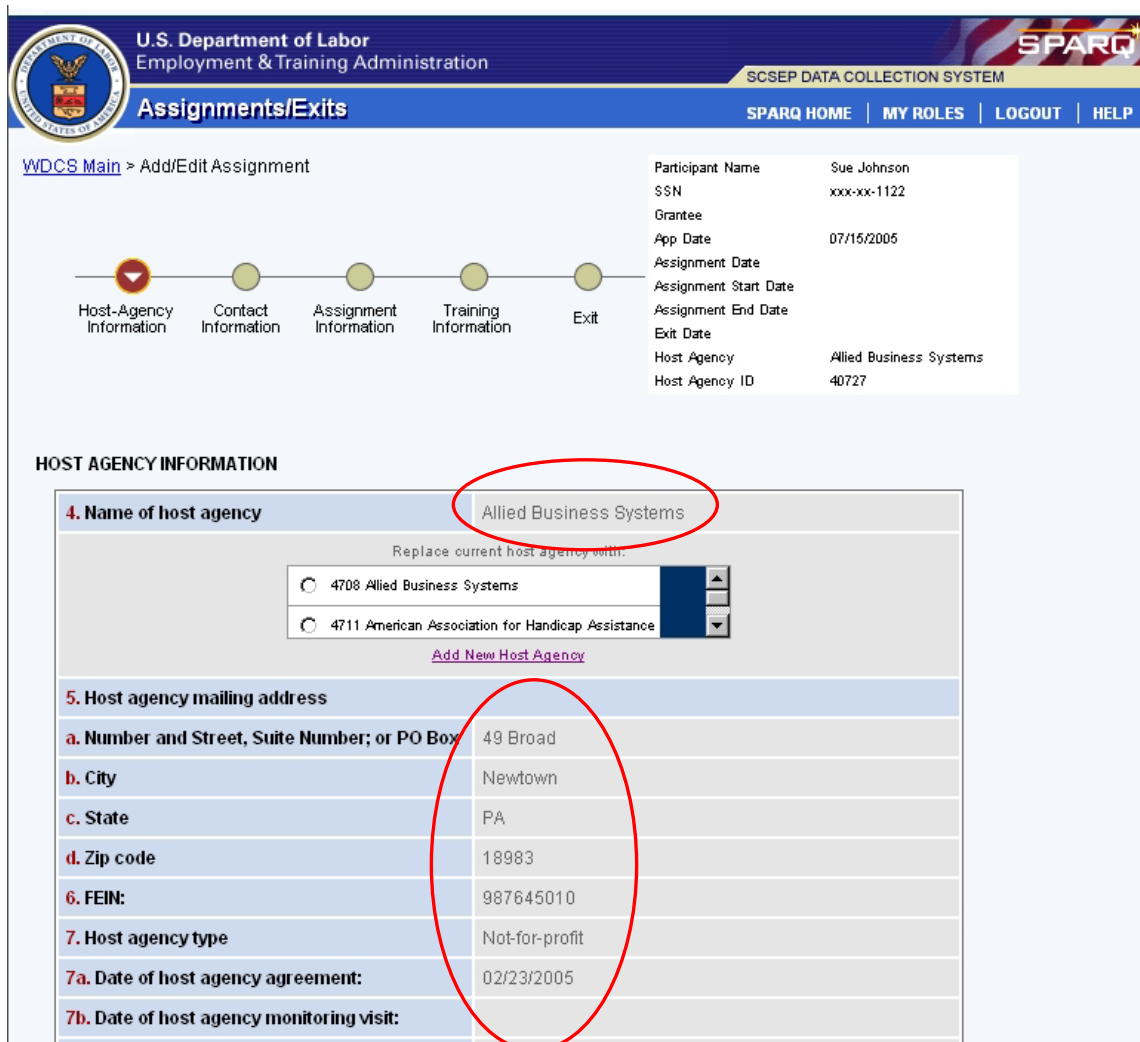
a. Number and Street, Suite Number; or PO Box

b. City

On this screen, all available host agencies will be listed. The user may select one of the host agencies shown by clicking on the appropriate radio button. Alternatively, the user may add a new host agency to the database by clicking on the [Add New Host Agency](#) link.

## D. Adding/Editing CSAs

If an existing host agency is chosen, the **Host Agency Information Screen** is refreshed and the data associated with that host agency is now displayed on the screen.



U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

**Assignments/Exits**

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add/Edit Assignment

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee:  
App Date: 07/15/2005  
Assignment Date:  
Assignment Start Date:  
Assignment End Date:  
Exit Date:  
Host Agency: Allied Business Systems  
Host Agency ID: 40727

Host-Agency Information | Contact Information | Assignment Information | Training Information | Exit

**HOST AGENCY INFORMATION**

4. Name of host agency: Allied Business Systems

Replace current host agency with:

☐ 4708 Allied Business Systems  
☐ 4711 American Association for Handicap Assistance

[Add New Host Agency](#)

5. Host agency mailing address

a. Number and Street, Suite Number; or PO Box: 49 Broad  
b. City: Newtown  
c. State: PA  
d. Zip code: 18983  
6. FEIN: 987645010  
7. Host agency type: Not-for-profit  
7a. Date of host agency agreement: 02/23/2005  
7b. Date of host agency monitoring visit:

## D. Adding/Editing CSAs

If, instead, a new host agency is to be added, the **Add Host Agency Screen** is displayed when the user chooses the [Add New Host Agency](#) link:

The screenshot shows the 'Add Host Agency' screen within the SCSEP Data Collection System. The header includes the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below the header is a navigation bar with links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main section is titled 'HOST AGENCY INFORMATION' and contains a form with the following fields:

- 4. Name of host agency**: A text input field.
- 5. Host agency mailing address**: A section containing four sub-fields:
  - a. Number and Street, Suite Number; or PO Box**: A text input field.
  - b. City**: A text input field.
  - c. State**: A dropdown menu with 'Select One' as the current selection.
  - d. Zip code**: A text input field.
- 6. FEIN**: A text input field.
- 7. Host agency type**: A dropdown menu.
- 7a. Date of host agency agreement**: A date input field with a calendar icon.
- 7b. Date of host agency monitoring visit**: A date input field with a calendar icon.
- 8a. Host agency job codes**: Three dropdown menus labeled i, ii, and iii, each with 'Select One' as the current selection.
- 8b. Host agency continued availability**: Two radio buttons labeled 'a. Available' and 'b. Not available', followed by a 'Clear' button.

A 'Save' button is located at the bottom right of the form.

The user enters the appropriate data into the blank cells:

## D. Adding/Editing CSAs

The screenshot shows the 'HOST AGENCY INFORMATION' form in the SPARQ system. The form is titled 'HOST AGENCY INFORMATION' and contains several sections for data entry. The top navigation bar includes the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', the 'SCSEP DATA COLLECTION SYSTEM' label, and links for 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The form fields are as follows:

- 4. Name of host agency:** Text input field containing 'Princeton Public Library'.
- 5. Host agency mailing address:** A section containing four sub-fields:
  - a. Number and Street, Suite Number; or PO Box:** Text input field containing '100 Main Street'.
  - b. City:** Text input field containing 'Princeton'.
  - c. State:** Dropdown menu showing 'NEW JERSEY'.
  - d. Zip code:** Text input field containing '08543'.
- 6. FEIN:** Text input field.
- 7. Host agency type:** Dropdown menu.
- 7a. Date of host agency agreement:** Date picker field.
- 7b. Date of host agency monitoring visit:** Date picker field.
- 8a. Host agency job codes:** A list of three dropdown menus:
  - i. 13. Office and Administrative Support
  - ii. 6. Education, Training, and Library
  - iii. Select One
- 8b. Host agency continued availability:** Radio buttons for 'a. Available' (selected) and 'b. Not available', followed by a 'Clear' button.

A red arrow points to a blue 'Save' button located at the bottom right of the form.

and clicks on **SAVE** to create the new host agency record in SPARQ.

At this point, the user is returned to the **Host Agency Information Screen** where the newly created host agency is now displayed in the list of available host agencies. The user must now select the new host agency record for the assignment that is currently being created.

## ***D. Adding/Editing CSAs***

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The screens in the ***Add Assignment*** function do not have to be accessed in the order they appear in the navigation bubble line. For the purposes of this discussion, however, they will be reviewed in sequence.

The second screen in the ***Add Assignment*** function is the **Contact Information Screen**: Like the **Host Agency Screen**, this screen will list all contact persons already created and associated with the chosen host agency. The user may select one of the contact persons shown by clicking on the appropriate radio button. Alternatively, the user may add a new contact person to the database by clicking on the [Add New Contact Person](#) link.



## D. Adding/Editing CSAs

If an existing contact person is chosen, the **Contact Information Screen** is refreshed and the data associated with that contact person is now displayed on the screen:

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

**Assignments/Exits**

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Add/Edit Assignment

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee:  
App Date: 07/15/2005  
Assignment Date:  
Assignment Start Date:  
Assignment End Date:  
Exit Date:  
Host Agency: Allied Business Systems  
Host Agency ID: 40727

Host-Agency Information | **Contact Information** | Assignment Information | Training Information | Exit

**CONTACT/SUPERVISOR INFORMATION**

9. Name of contact person: Brios, Alyson [Clear]

Other contact persons available:  
☐ Williams, Mark  
[Add New Contact Person](#)

10. Contact person's mailing address if different from number 5

a. Organization or address field 1

b. Number and Street, Suite Number; or PO Box or address field 2: PO Box 1021

c. City: Yardley

d. State: PA

e. Zip Code: 18641

11. Title

11a. Salutation

## D. Adding/Editing CSAs

If, instead, a new contact person is to be added, the **Add Contact Screen** is displayed when the user chooses the [Add New Contact](#) link:

The screenshot shows the 'ADD CONTACT' screen within the 'Web Data Collection System' of the U.S. Department of Labor, Employment & Training Administration. The header includes the department's logo and the 'SPARQ' logo. The form is titled 'ADD CONTACT' and contains the following fields:

<b>9. Name of contact person</b>	
Last Name	First Name
<input type="text"/>	<input type="text"/>
<b>10. Contact person's mailing address if different from Organization</b>	
<b>a. Organization or address field 1</b>	<input type="text"/>
<b>b. Number and Street, Suite Number; or PO Box or address field 2</b>	<input type="text"/>
<b>c. City</b>	<input type="text"/>
<b>d. State</b>	<input type="text" value="Select One"/>
<b>e. Zip Code</b>	<input type="text"/>
<b>11. Title</b>	<input type="text"/>
<b>11a. Salutation</b>	<input type="radio"/> Mr. <input type="radio"/> Ms. <input type="button" value="Clear"/>
<b>12. Phone Number</b>	<input type="text"/>
<b>12a. Fax Number</b>	<input type="text"/>
<b>12b. E-mail</b>	<input type="text"/>

At the bottom right of the form, there is a 'Save' button, which is highlighted by a red arrow.

The user enters the appropriate data into the blank cells:

## D. Adding/Editing CSAs

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

ADD CONTACT

9. Name of contact person		Last Name	First Name
		O'Connor	Rosemary
10. Contact person's mailing address if different from Organization			
a. Organization or address field 1			
b. Number and Street, Suite Number; or PO Box or address field 2		222 Spring Street	
c. City	Princeton		
d. State	NEW JERSEY	e. Zip Code	0843
11. Title		11a. Salutation	<input type="radio"/> Mr. <input checked="" type="radio"/> Ms. <input type="button" value="Clear"/>
12. Phone Number			
12a. Fax Number			
12b. E-mail			

Save

and clicks on **SAVE** to create the new contact person record in SPARQ.

At this point, the user is returned to the **Contact Information Screen** where the newly created contact person is now displayed in the list of available contact persons. The user must now select the new contact person record for the assignment that he is currently creating.

## D. Adding/Editing CSAs

The next screen in the *Add Assignment* function is the **Assignment Information Screen**:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Assignments/Exits

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Add/Edit Assignment

Participant Name	Sue Johnson
SSN	xxx-xx-1122
Grantee	
App Date	07/15/2005
Assignment Date	
Assignment Start Date	
Assignment End Date	
Exit Date	
Host Agency	Allied Business Systems
Host Agency ID	40727

Host-Agency Information   Contact Information   **Assignment Information**   Training Information   Exit

**ASSIGNMENT INFORMATION**

13. Assignment Date	<input type="text"/>
14. Start Assignment Date	<input type="text"/>
15. End Date	<input type="text"/>
15a. Approved break in participation	
Start Date	<input type="text"/>
Expected End Date	<input type="text"/>
Actual End Date	<input type="text"/>
15b. Reason for Approved break in participation (Select one only)	
<input type="radio"/> i. Family/health <input type="radio"/> ii. Personal <input type="radio"/> iii. Administrative <input type="radio"/> iv. Other <input type="text"/>	
<input type="button" value="Clear"/>	
16. CSA wage (per hour)	\$ <input type="text"/>

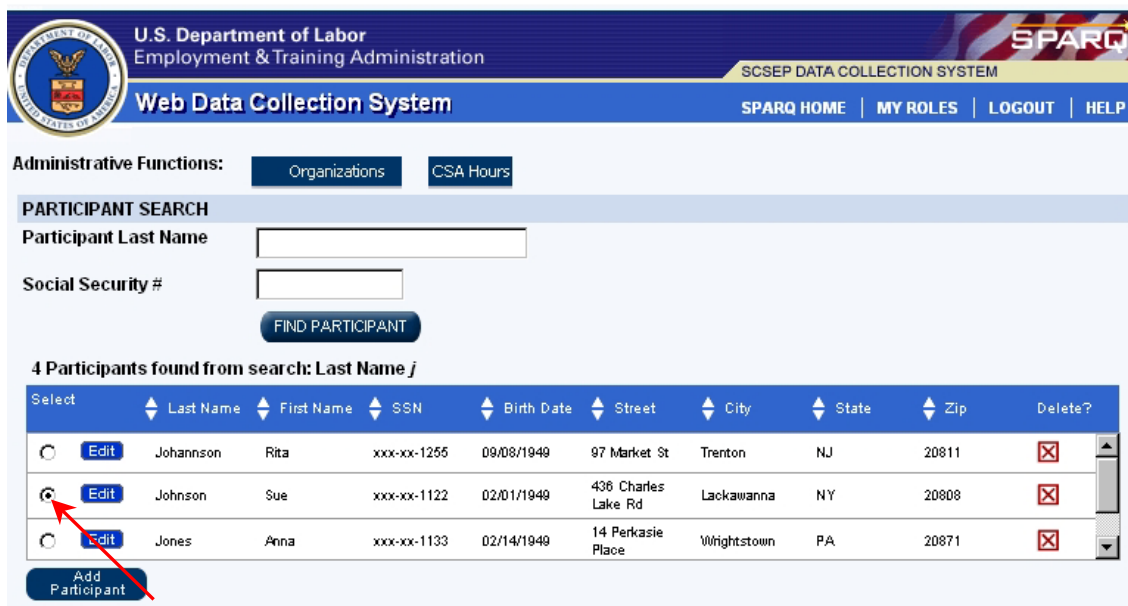
Once the appropriate assignment data have been updated, the user clicks on **SAVE** to update the database.

## D. Adding/Editing CSAs

When adding a new assignment, the **Training Information** and **Exit Information Screens**, are not normally accessed. For this reason, these screens will be discussed separately in later sections of this chapter (Sections F and H, respectively).

### 2. Editing a Community Service Assignment Record:

To edit an existing assignment record, the user must first locate the appropriate participant record using the **Participant Search** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:

## D. Adding/Editing CSAs

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'Employment & Training Administration' are visible, along with the 'SPARQ' logo and 'SCSEP DATA COLLECTION SYSTEM' text. Navigation links include 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. Below the header, 'Administrative Functions' includes 'Organizations' and 'CSA Hours' buttons. The 'PARTICIPANT SEARCH' section has input fields for 'Participant Last Name' and 'Social Security #', with a 'FIND PARTICIPANT' button. A message states '4 Participants found from search: Last Name j'. A table lists participants with columns for Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants listed are Rita Johansson, Sue Johnson, and Anna Jones. Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson, including her address and phone number. An 'Enrollments' table shows one enrollment for Sue Johnson with application date 07/15/2005 and eligible status 'Y'. Below this, there are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. Red arrows with numbers 1 and 2 point to the 'Add Enrollments' button and the 'Assignments/Exits' button, respectively.

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johansson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

Selected Record

Sue Johnson  
xxx-xx-1122  
436 Charles Lake Rd  
Lackawanna, NY 20808  
(834) 783-2202

Enrollments

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements

- (1) Choose the enrollment that the assignment to be edited is associated with. Note that if there is only one enrollment for the participant, it will be automatically selected.
- (2) When the **ASSIGNMENTS/EXITS** button is clicked, a new Assignments/Exits Box will appear listing the existing assignments (if any) that are associated with the selected enrollment:

## D. Adding/Editing CSAs

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Laackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

**Selected Record**

Sue Johnson  
xxxxxx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements


Assignments/Exits for Application Date: 07/15/05

Edit	Assignment Date	Started	Ended	Host Agency	Delete?
<input type="checkbox"/>	08/06/2005	08/08/2005		Allied Business Systems	<input type="checkbox"/>

Add Assignments and Exits

To update an existing assignment, click on **EDIT** for the appropriate assignment and the **Assignment Information Screen** will be displayed:

## D. Adding/Editing CSAs



U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Assignments/Exits

SPARQ HOME | MY ROLES | LOGOUT | HELP

●

●

●

●

●

Host-Agency  
Information

Contact  
Information

Assignment  
Information

Training  
Information

Exit

Participant Name

Sue Johnson

SSN

xxx-xx-1122

Grantee

Department of Labor

App Date

07/15/2005

Assignment Date

08/05/2005

Assignment Start Date

08/08/2005

Assignment End Date

Exit Date

Host Agency

Allied Business Systems

Host Agency ID

40727

ASSIGNMENT INFORMATION

Using the **NEXT** and **PREVIOUS** buttons at the bottom of the screen or the navigation bubble line, the user can move to the screen(s) that contain the data to be changed or added. Once the appropriate assignment data have been updated, the user clicks on **SAVE** to update the database.



## E. ADDING/EDITING PLACEMENTS (UEs)

### 1. Adding a New Placement Record:

To add a new Unsubsidized Employment or Placement record to an existing participant, the user must first locate the appropriate record using the ***Participant Search*** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:

## E. Adding/Editing UEs

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'Employment & Training Administration' are visible, along with the 'SPARQ' logo and 'SCSEP DATA COLLECTION SYSTEM' text. Navigation links include 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. Below the header, 'Administrative Functions' includes 'Organizations' and 'CSA Hours' buttons. The 'PARTICIPANT SEARCH' section has input fields for 'Participant Last Name' and 'Social Security #', with a 'FIND PARTICIPANT' button. Search results show '4 Participants found from search: Last Name j'. A table lists participants with columns for Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants are Johannson, Rita; Johnson, Sue; and Jones, Anna. Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson, including her SSN, address, and phone number. An 'Enrollments' table is embedded, showing one enrollment with columns for Select, Application Date, Eligible, Exit Date, and Delete?. A red arrow labeled '1' points to the 'Edit' button in the enrollment table. Below the record details are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. A red arrow labeled '2' points to the 'Placements' button.

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Enrollments				
Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

- (1) Choose the enrollment that the new placement is to be associated with. Note that if the participant has only one enrollment, that enrollment is automatically selected.
- (2) Then click on the **PLACEMENTS** button. A new Placements section will appear directly below the Selected Record Box listing the existing placements (if any) that are associated with the selected enrollment:

## E. Adding/Editing UEs

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name *j*

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

**Add Participant**

**Selected Record**

Sue Johnson  
xxxx-xx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <b>Edit</b>	07/15/2005	Y		<input type="checkbox"/>

**View Participant Profile** **Add Enrollments** **Assignments/Exits** **Placements**

**Placements for Application Date: 07/15/05**

Start Date	End Date	Employer	Delete?
05/01/2006		American Landscapes Inc	<input type="checkbox"/>

**Add Placements**

To add a new placement, click on **ADD PLACEMENTS** and the first screen in the *Add Placement* function, **Employer Information**, will be displayed:

## E. Adding/Editing UEs

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Placements

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add Placement

Participant Name	Sue Johnson
SSN	xxx-xx-1122
Grantee	Department of Labor
App Date	07/15/2005
Exit Date	
Placement Start Date	
Placement End Date	
Employer	
Employer ID	

Employer Information   Contact Information   Placement Information   Survey Information   Follow-up Information

**EMPLOYER INFORMATION**

**3. Employer name**

Select Employer:

- ☐ A-Z Resource Management
- ☐ American Landscapes Inc
- ☐ Jerry West

[Add New Employer](#)

**4. Employer mailing address**

On this screen, all available employers will be listed. The user may select one of the employers shown by clicking on the appropriate radio button. Alternatively, the user may add a new employer to the database by clicking on the [Add New Employer](#) link.

If an existing employer is chosen, the **Employer Information Screen** is refreshed and the data associated with that employer is now displayed on the screen:

## E. Adding/Editing UEs

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

**Placements**

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add/Edit Placement

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee: Department of Labor  
App Date: 07/15/2005  
Exit Date:  
Placement Start Date:  
Placement End Date:  
Employer:  
Employer ID: 40728

**EMPLOYER INFORMATION**

**3. Name of Employer** American Landscapes Inc

Replace current Employer with:

☐ 4741 A-Z Resource Management

☐ 4709 American Landscapes Inc

[Add New Employer](#)

**4. Employer mailing address**

**a. Number and Street, Suite Number; or PO Box** 3466 Rt 130

**b. City** Hightstown

**c. State** NJ

**d. Zip code**

**5. FEIN** 888776543

**6. Employer type** For-profit

**7. Is employer a host agency** ☐ Yes ☐ No

If, instead, a new employer is to be added, the **Add Employer Screen** is displayed when the user chooses the [Add New Employer](#) link:

## E. Adding/Editing UEs

The screenshot shows the 'Web Data Collection System' interface. At the top, there is a header with the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below this is a navigation bar with links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main section is titled 'EMPLOYER INFORMATION'. It contains a form with the following fields:

- 3. Name of employer: A text input field.
- 4. Employer mailing address: A section containing four sub-fields:
  - a. Number and Street, Suite Number; or PO Box: A text input field.
  - b. City: A text input field.
  - c. State: A dropdown menu with '-Select One-' as the selected option.
  - d. Zip code: A text input field.
- 5. FEIN: A text input field.
- 6. Employer type: A dropdown menu with 'Select One' as the selected option.
- 9. Employment site name and location: A text input field.
- 9a. Employment received customer satisfaction survey in PY\_\_\_\_: A text input field.
- 9b. Employer continued availability: A text input field.

At the bottom right of the form, there is a 'Save' button.

The user enters the appropriate data into the blank cells:

## E. Adding/Editing UEs

The screenshot displays the SPARQ Web Data Collection System interface. At the top, there is a header bar with the U.S. Department of Labor logo on the left, the text "U.S. Department of Labor Employment & Training Administration" in the center, and the "SPARQ" logo on the right. Below the header, a blue navigation bar contains the text "Web Data Collection System" and links for "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". The main content area is titled "EMPLOYER INFORMATION" and contains a form with the following fields:

- 3. Name of employer: Text box containing "Jerry West".
- 4. Employer mailing address:
  - a. Number and Street, Suite Number; or PO Box: Text box containing "987 Maple Avenue".
  - b. City: Text box containing "Trenton".
  - c. State: Dropdown menu showing "NEW JERSEY".
  - d. Zip code: Text box.
- 5. FEIN: Text box.
- 6. Employer type: Dropdown menu showing "Select One".
- 9. Employment site name and location: Text box.
- 9a. Employment received customer satisfaction survey in PY\_\_\_\_: Text box.
- 9b. Employer continued availability: Text box.

At the bottom right of the form, there is a blue "Save" button with a red arrow pointing to it.

and clicks on **SAVE** to create the new employer record in SPARQ.

At this point, the user is returned to the **Employer Information Screen** where the newly created employer is now displayed in the list of available employers. The user must now select the new employer record for the placement that he is currently creating.

## *E. Adding/Editing UEs*

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The screens in the *Add Placement* function do not have to be accessed in the order they appear in the navigation bubble line. For the purposes of this discussion, however, they are reviewed in sequence.

The second screen in the *Add Placement* function is the **Contact Information Screen**. Similar to the **Contact Information Screen** in the *Add Assignment* function, this screen will list all contact persons previously entered and associated with the chosen employer. The user may select one of the contact persons shown by clicking on the appropriate radio button. Alternatively, the user may add a new contact person to the database by clicking on the [Add New Contact Person](#) link.



## E. Adding/Editing UEs

If an existing contact person is chosen, the **Contact Information Screen** will be refreshed and the data associated with that contact person is now displayed on the screen:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

**Placements** SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add/Edit Placement

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee: Department of Labor  
App Date: 07/15/2005  
Exit Date:  
Placement Start Date:  
Placement End Date:  
Employer:  
Employer ID: 40728

Employer Information | **Contact Information** | Placement Information | Survey Information | Follow-up Information

**CONTACT/SUPERVISOR INFORMATION**

10. Name of contact person: Marconi, Anthony

Other Contact Persons Available

☐ Marconi, George

11. Contact person's mailing address if different from number 4

a. Organization or address field 1

b. Number and Street, Suite Number; or PO Box or address field 2

c. City

d. State

e. Zip Code

12. Title: Manager

12a. Salutation: Mr.

13. Phone Number: 609-586-3232

13a. Fax Number

13b. E-mail: g.marconi@comcast.net

## E. Adding/Editing UEs

If, instead, a new contact person is to be added, the **Add Contact Screen** is displayed when the user chooses the [Add Contact Person](#) link:

The screenshot shows the 'ADD CONTACT' form within the 'Web Data Collection System' of the 'U.S. Department of Labor Employment & Training Administration'. The form is titled 'ADD CONTACT' and contains the following fields:

- 10. Name of contact person:** Last Name, First Name
- 11. Contact person's mailing address if different from Organization:**
  - a. Organization or address field 1:**
  - b. Number and Street, Suite Number; or PO Box or address field 2:**
  - c. City:**
  - d. State:** Select One (dropdown menu)
  - e. Zip Code:**
- 12. Title:**
- 12a. Salutation:** Mr. Ms. (radio buttons), Clear (button)
- 13. Phone Number:**
- 13a. Fax Number:**
- 13b. E-mail:**

A 'Save' button is located at the bottom right of the form.

The user enters the appropriate data into the blank cells:

## E. Adding/Editing UEs

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

ADD CONTACT

10. Name of contact person		Last Name	First Name
		O'Connor	Rosemary
11. Contact person's mailing address if different from Organization			
a. Organization or address field 1			
b. Number and Street, Suite Number; or PO Box or address field 2		222 Spring Street	
c. City	Princeton		
d. State	NEW JERSEY	e. Zip Code	08543
12. Title		12a. Salutation	<input type="radio"/> Mr. <input checked="" type="radio"/> Ms. <input type="button" value="Clear"/>
13. Phone Number			
13a. Fax Number			
13b. E-mail			

Save

and clicks on **SAVE** to create the new contact person record in SPARQ.

At this point, the user is returned to the **Contact Information Screen** where the newly created contact person is now displayed in the list of available contact persons. The user must now select the new contact person record for the placement that he is currently creating.

## E. Adding/Editing UEs

The next screen in the *Add Placement* function is the **Placement Information Screen**:

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

**Placements**

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add/Edit Placement

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee: Department of Labor  
App Date: 07/15/2005  
Exit Date:  
Placement Start Date:  
Placement End Date:  
Employer:  
Employer ID: 40728

**PLACEMENT INFORMATION**

14. Start Date:  15. End Date:

16. Starting wage per hour: \$

17. Benefits (check all that apply)

a. ☐ Health Insurance d. ☐ Vacation g. ☐ Other:

b. ☐ Sick leave e. ☐ Transportation h. ☐ None

c. ☐ Pension/profit sharing f. ☐ Room and board

18. At time of placement, is employment expected to be full- or part-time?

☐ Full-time ☐ Part-time

If part-time, number of hours per week expected:

19. Job title:

19a. Participant's job code:

19b. Link growth placement:

When adding a new placement, the **Survey Information** and **Follow-up Information Screens** are not normally accessed. For this reason, these screens will be discussed separately in later sections of this chapter (Sections J and I, respectively).

### **2. Editing a Placement Record:**

To edit an existing placement record, the user must first locate the appropriate participant record using the ***Participant Search*** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:

The screenshot shows the SPARQ Web Data Collection System interface. At the top, there is a header with the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". Below this is a blue bar with "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are two buttons: "Organizations" and "CSA Hours". Below these is a section titled "PARTICIPANT SEARCH". It contains two input fields: "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it says "4 Participants found from search: Last Name j". There is a table with the following columns: "Select", "Last Name", "First Name", "SSN", "Birth Date", "Street", "City", "State", "Zip", and "Delete?".

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Laokawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button. A red arrow points to the "Edit" button for Sue Johnson.

When the screen refreshes and the Selected Record Box appears:

## E. Adding/Editing UEs

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'U.S. Department of Labor Employment & Training Administration' are visible. The 'Web Data Collection System' title is prominent, along with navigation links: SPARQ HOME, MY ROLES, LOGOUT, and HELP. Below this, 'Administrative Functions' includes buttons for 'Organizations' and 'CSA Hours'. The 'PARTICIPANT SEARCH' section features input fields for 'Participant Last Name' and 'Social Security #', followed by a 'FIND PARTICIPANT' button. A message states '4 Participants found from search: Last Name j'. A table lists these participants with columns for Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants listed are Rita Johannson, Sue Johnson, and Anna Jones. Below the table is an 'Add Participant' button. The 'Selected Record' section for Sue Johnson shows her contact information and an 'Enrollments' table. The enrollment table has columns for Select, Application Date, Eligible, Exit Date, and Delete?. One enrollment is shown with an application date of 07/15/2005 and eligible status 'Y'. A red arrow labeled '1' points to the 'Edit' button for this enrollment. Below the enrollment table are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. A red arrow labeled '2' points to the 'Placements' button.

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Enrollments				
Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

- (1) Choose the enrollment that the placement to be edited is associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Click on the **PLACEMENTS** button. A new Placements Box will appear on the **WDCS Main Screen** listing the existing placements (if any) that are associated with the selected enrollment:

## E. Adding/Editing UEs

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'SPARQ' branding are visible. The main navigation bar includes 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. Below this, the 'Administrative Functions' section has buttons for 'Organizations' and 'CSA Hours'. The 'PARTICIPANT SEARCH' section contains input fields for 'Participant Last Name' and 'Social Security #', followed by a 'FIND PARTICIPANT' button. A message states '4 Participants found from search: Last Name j'. Below this is a table with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The table lists three participants: Rita Johansson, Sue Johnson, and Anna Jones. Each row has an 'Edit' button and a delete icon. Below the table is an 'Add Participant' button. The 'Selected Record' section for Sue Johnson shows her contact information and an 'Enrollments' table. The 'Enrollments' table has columns: Select, Application Date, Eligible, Exit Date, and Delete?. It shows one enrollment with an 'Edit' button and a delete icon. Below the enrollments are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. The 'Placements for Application Date: 07/15/05' section shows a table with columns: Start Date, End Date, Employer, and Delete?. It lists one placement with an 'Edit' button and a delete icon. A red arrow points to the 'Edit' button in the 'Placements' table.

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johansson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

Selected Record

Sue Johnson  
xxx-xx-1122  
(834) 783-2202

Enrollments

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements

Placements for Application Date: 07/15/05

Start Date	End Date	Employer	Delete?
05/01/2006		American Landscapes Inc	<input type="checkbox"/>

Edit Add Placements

To update an existing placement, click on **EDIT** for the appropriate placement and the **Placement Information Screen** will be displayed:

## E. Adding/Editing UEs



U.S. Department of Labor  
Employment & Training Administration



SCSEP DATA COLLECTION SYSTEM

**Placements**[SPARQ HOME](#) | [MY ROLES](#) | [LOGOUT](#) | [HELP](#)[WDCS Main](#) > Add/Edit Placement

Employer Information

Contact Information

**Placement Information**

Survey Information

Follow-up Information

Participant Name

Sue Johnson

SSN

xxx-xx-1122

Grantee

Department of Labor

App Date

07/15/2005

Exit Date

Placement Start Date

05/01/2006

Placement End Date

Employer

American Landscapes Inc

Employer ID

40728

**PLACEMENT INFORMATION**

**14. Start Date:**

05/01/2006

**15. End Date**

**16. Starting wage per hour**

\$

**17. Benefits (check all that apply)**

a. ☐ Health Insurance

d. ☐ Vacation

g. ☐ Other

b. ☐ Sick leave

e. ☐ Transportation

h. ☐ None

c. ☐ Pension/profit sharing

f. ☐ Room and board

**18. At time of placement, is employment expected to be full- or part-time?**

☐ Full-time ☐ Part-time

If part-time, number of hours per week expected

**19. Job title**

**19a. Participant's job code**

Select One

**19b. High-growth placement**

Select One

Using the **NEXT** and **PREVIOUS** buttons at the bottom of the screen or the navigation bubble line, the user can move to the screen(s) that contain the data to be changed or added. Once the appropriate placement data have been updated, the user clicks on **SAVE** to update the database.

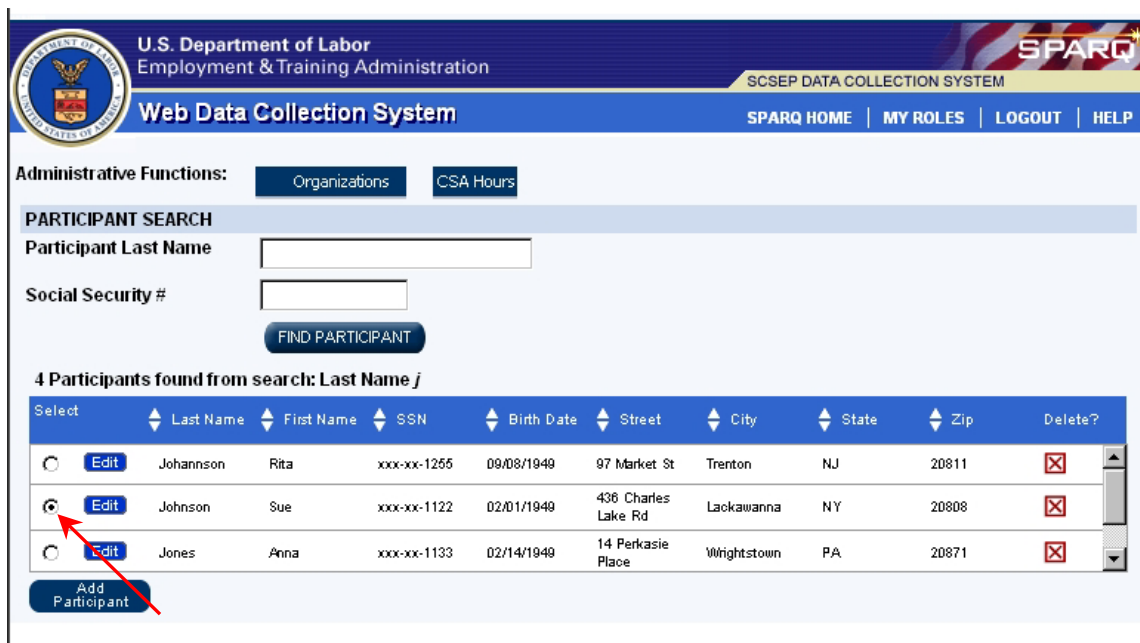


## *F. Adding/Editing a Training Record*

### **F. ADDING/EDITING A TRAINING RECORD**

#### **1. Adding a Training Record:**

To add a Training Record for an existing participant, the user must first locate the appropriate record using the ***Participant Search*** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:



U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:

## F. Adding/Editing a Training Record

The screenshot displays the 'Web Data Collection System' interface. At the top, it shows the U.S. Department of Labor logo and the text 'U.S. Department of Labor Employment & Training Administration'. The 'SPARQ' logo is also present. Below this, the 'SCSEP DATA COLLECTION SYSTEM' is indicated. The main navigation bar includes 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'.

Under 'Administrative Functions', there are buttons for 'Organizations' and 'CSA Hours'. The 'PARTICIPANT SEARCH' section contains input fields for 'Participant Last Name' and 'Social Security #', along with a 'FIND PARTICIPANT' button.

A search result is shown: '4 Participants found from search: Last Name /'. Below this is a table with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The table lists three participants: Rita Johansson, Sue Johnson, and Anna Jones. Sue Johnson is selected.

Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson, including her SSN, address, and phone number. An 'Enrollments' table is displayed, showing one enrollment for Sue Johnson with an application date of 07/15/2005 and an eligible status of 'Y'. A red arrow labeled '1' points to the 'Edit' button in the 'Enrollments' table.

At the bottom of the 'Selected Record' section, there are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. A red arrow labeled '2' points to the 'Assignments/Exits' button.

- (1) Choose the enrollment that the new training record is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Then click on the **ASSIGNMENTS/EXITS** button. A new Assignments/Exits Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) associated with the selected enrollment:

## F. Adding/Editing a Training Record

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the logo, the text "SCSEP DATA COLLECTION SYSTEM" is visible. The main header includes "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are two buttons: "Organizations" and "CSA Hours".

The "PARTICIPANT SEARCH" section contains input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it states "4 Participants found from search: Last Name j". A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <a href="#">Edit</a>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> <a href="#">Edit</a>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <a href="#">Edit</a>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasi Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button.

The "Selected Record" section shows details for Sue Johnson (SSN: xxx-xx-1122, Phone: (834) 783-2202). It includes a "View Participant Profile" button and a tabbed interface with "Enrollments", "Add Enrollments", "Assignments/Exits", and "Placements".

The "Enrollments" tab is active, showing a table with one enrollment:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <a href="#">Edit</a>	07/15/2005	Y		<input type="checkbox"/>

Below the enrollment table are buttons for "Add Enrollments", "Assignments/Exits", and "Placements".

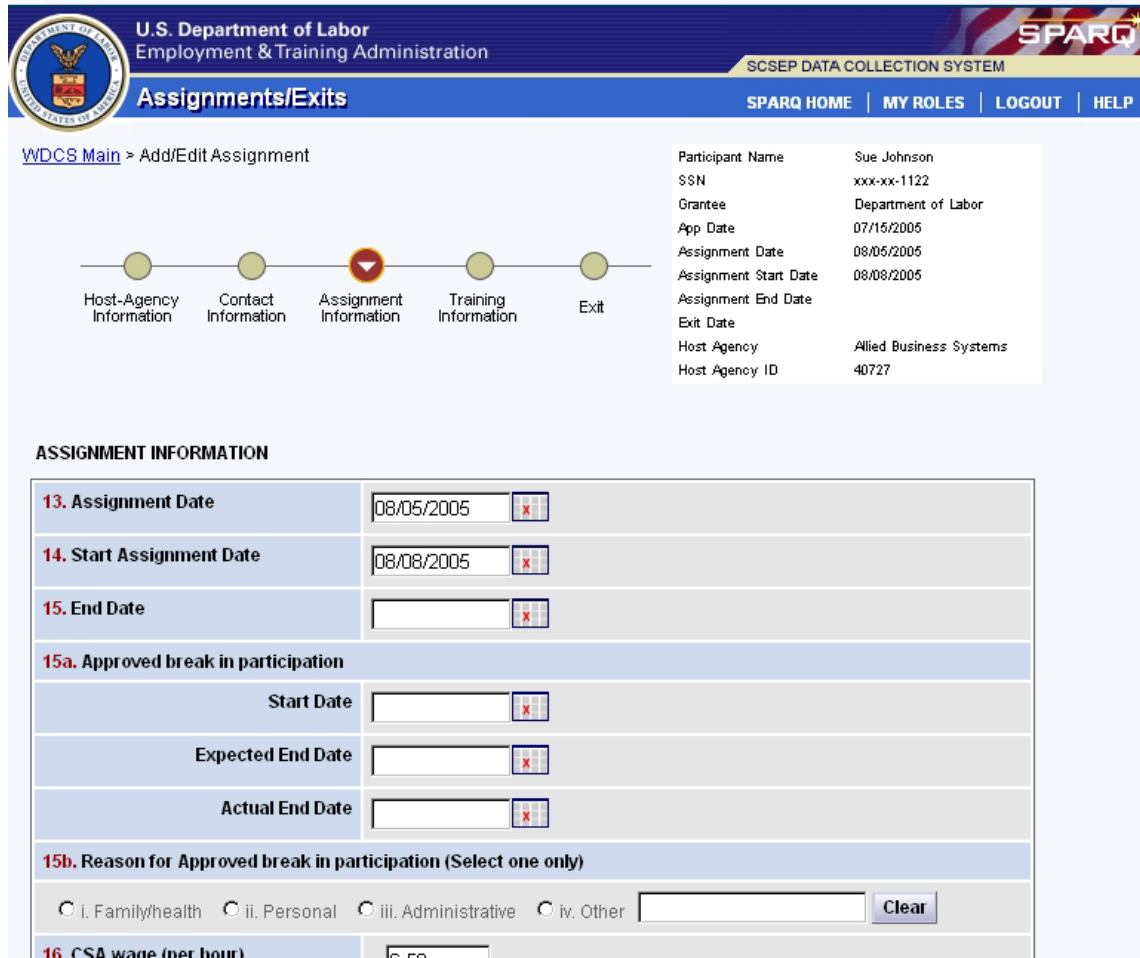
The "Assignments/Exits" tab is active, showing a table with one assignment:

Assignments/Exits for Application Date: 07/15/05					
	Assignment Date	Started	Ended	Host Agency	Delete?
<a href="#">Edit</a>	08/05/2005	08/08/2005		Allied Business Systems	<input type="checkbox"/>

Below the assignment table is a button labeled "Add Assignments and Exits". A red arrow points to this button.

To add a training record to an existing assignment, click on the **EDIT** button next to the appropriate assignment. The following screen will appear:

## F. Adding/Editing a Training Record



U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

**Assignments/Exits** SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add/Edit Assignment

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee: Department of Labor  
App Date: 07/15/2005  
Assignment Date: 08/05/2005  
Assignment Start Date: 08/08/2005  
Assignment End Date:  
Exit Date:  
Host Agency: Allied Business Systems  
Host Agency ID: 40727

**ASSIGNMENT INFORMATION**

13. Assignment Date: 08/05/2005

14. Start Assignment Date: 08/08/2005

15. End Date:

15a. Approved break in participation

Start Date:

Expected End Date:

Actual End Date:

15b. Reason for Approved break in participation (Select one only)

☐ i. Family/health ☐ ii. Personal ☐ iii. Administrative ☐ iv. Other

16. CSA wage (per hour):

From the **Assignment Information Screen**, the user navigates to the Sib-Grantee **Training Information Screen** using either the **NEXT** button at the bottom of the screen or the navigation bubble line:

## F. Adding/Editing a Training Record

The screenshot shows the 'U.S. Department of Labor Employment & Training Administration' logo and the 'SPARQ' logo. The page title is 'Assignments/Exits'. The breadcrumb trail is 'WDCS Main > Add/Edit Assignment'. A progress bar at the top shows five steps: Host-Agency Information, Contact Information, Assignment Information, Training Information (highlighted with a red arrow), and Exit. On the right, a table displays participant information for Sue Johnson. Below this, a section titled 'SUB-GRANTEE PROVIDED TRAINING INFORMATION' contains a table with one row of training data. At the bottom, there are links to 'Add a new Training Record' and navigation buttons: '<< Previous', 'Next >>', and 'Save'.

Participant Name	Sue Johnson
SSN	xxx-xx-1122
Grantee	Department of Labor
App Date	07/15/2005
Assignment Date	08/05/2005
Assignment Start Date	08/08/2005
Assignment End Date	
Exit Date	
Host Agency	Allied Business Systems
Host Agency ID	40727

Select	Started	Ended	Training Facility	Delete?
<input type="radio"/>	11/04/2005	12/20/2005	Apex Technologies	<input checked="" type="checkbox"/>

[Add a new Training Record](#)

<< Previous   Next >>   Save

To view the data entry portion of the **Training Information Screen**, click on the [Add a new Training Record](#) link.

The **Training Information Screen** is similar to both the **Host Agency Information Screen** in the *Add Assignment* function and the **Employer Information Screen** in the *Add Placement* function. It displays all available training providers and the user may select one of them by clicking on the appropriate radio button. Alternatively, the user may add a new training provider record to the database by clicking on the [Add New Training Provider/Employer](#) link.

## F. Adding/Editing a Training Record

If an existing training provider is chosen, the Sub-grantee Provided Training Information Screen will be refreshed and the data associated with that training provider is now displayed on the screen:



U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Assignments/Exits

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Add/Edit Assignment

Host-Agency Information

Contact Information

Assignment Information

Training Information

Exit

Participant Name

SSN

Grantee

App Date

Assignment Date

Assignment Start Date

Assignment End Date

Exit Date

Host Agency

Host Agency ID

Sue Johnson

xxx-xx-1122

Department of Labor

07/15/2005

08/05/2005

08/08/2005

Allied Business Systems

40727

SUB-GRANTEE PROVIDED TRAINING INFORMATION

Select	Started	Ended	Training Facility	Delete?
<input checked="" type="radio"/>	11/04/2005	12/20/2005	Apex Technologies	<input checked="" type="checkbox"/>

Add a new Training Record

Training Provider Information

23. Name of training provider or OJE/OJT employer:

Apex Technologies

Replace current Training Provider/Employer with:

☐ AAA Auto Service and Repair

☐ American Plastics

Add New Training Provider/Employer

24. Training provider or OJE/OJT employer mailing address

a. Number and Street, Suite Number; or PO Box

PO Box 3491

b. City

Burlington

c. State

NJ

d. Zip code

08582

## *F. Adding/Editing a Training Record*

If, instead, a new training provider is to be added, the **Add Training Provider Screen** is displayed when the user chooses the [Add New Training Provider/Employer](#) link:

The screenshot shows the 'Add Training Provider' screen within the SPARQ system. The header includes the U.S. Department of Labor logo, the text 'U.S. Department of Labor Employment & Training Administration', and the 'SPARQ' logo. Below the header is a blue bar with 'Web Data Collection System' and navigation links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main content area is titled 'TRAINING PROVIDER INFORMATION' and contains a form with the following fields:

- 23. Name of training provider or OJE/OJT employer: [Text input field]
- 24. Training provider or OJE/OJT employer mailing address
  - a. Number and Street, Suite Number; or PO Box [Text input field]
  - b. City [Text input field]
  - c. State [Dropdown menu with '-Select One-']
  - d. Zip code [Text input field]
- 25. Training provider continued availability [Text input field]

A 'Save' button is located at the bottom right of the form.

The user enters the appropriate data into the blank cells:

## *F. Adding/Editing a Training Record*

The screenshot shows the SPARQ Web Data Collection System interface. The header includes the U.S. Department of Labor Employment & Training Administration logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below the header, it says "SCSEP DATA COLLECTION SYSTEM" and "Web Data Collection System". Navigation links include "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

The main section is titled "TRAINING PROVIDER INFORMATION". It contains a form with the following fields:

- 23. Name of training provider or OJE/OJT employer:
- 24. Training provider or OJE/OJT employer mailing address
  - a. Number and Street, Suite Number; or PO Box:
  - b. City:
  - c. State:
  - d. Zip code:
- 25. Training provider continued availability:

A red arrow points to a "Save" button located below the form.

and clicks on **SAVE** to create the new training provider record in SPARQ.

The new training provider will now be automatically displayed as the selected training provider on the **Training Information Screen**:



## F. Adding/Editing a Training Record

The screenshot shows the SPARQ (SCSEP DATA COLLECTION SYSTEM) interface. The header includes the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". The main navigation bar has "Assignments/Exits" and links for "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

The breadcrumb trail is "WDCS Main > Add/Edit Assignment". A progress bar shows five steps: Host-Agency Information, Contact Information, Assignment Information, Training Information (highlighted with a red circle), and Exit.

Participant information is displayed on the right:

Participant Name	Sue Johnson
SSN	xxx-xx-1122
Grantee	Department of Labor
App Date	07/15/2005
Assignment Date	08/05/2005
Assignment Start Date	08/08/2005
Assignment End Date	
Exit Date	
Host Agency	Allied Business Systems
Host Agency ID	40727

Below the progress bar, the section "SUB-GRANTEE PROVIDED TRAINING INFORMATION" contains a table:

Select	Started	Ended	Training Facility	Delete?
<input checked="" type="radio"/>	11/04/2005	12/20/2005	Apex Technologies	<input checked="" type="checkbox"/>

A link "Add a new Training Record" is below the table.

The "Training Provider Information" section includes:

23. Name of training provider or OJE/OJT employer: Apex Technologies (circled in red)

Replace current Training Provider/Employer with:

- ☐ AAA Auto Service and Repair
- ☐ American Plastics

A link "Add New Training Provider/Employer" is below the radio buttons.

24. Training provider or OJE/OJT employer mailing address

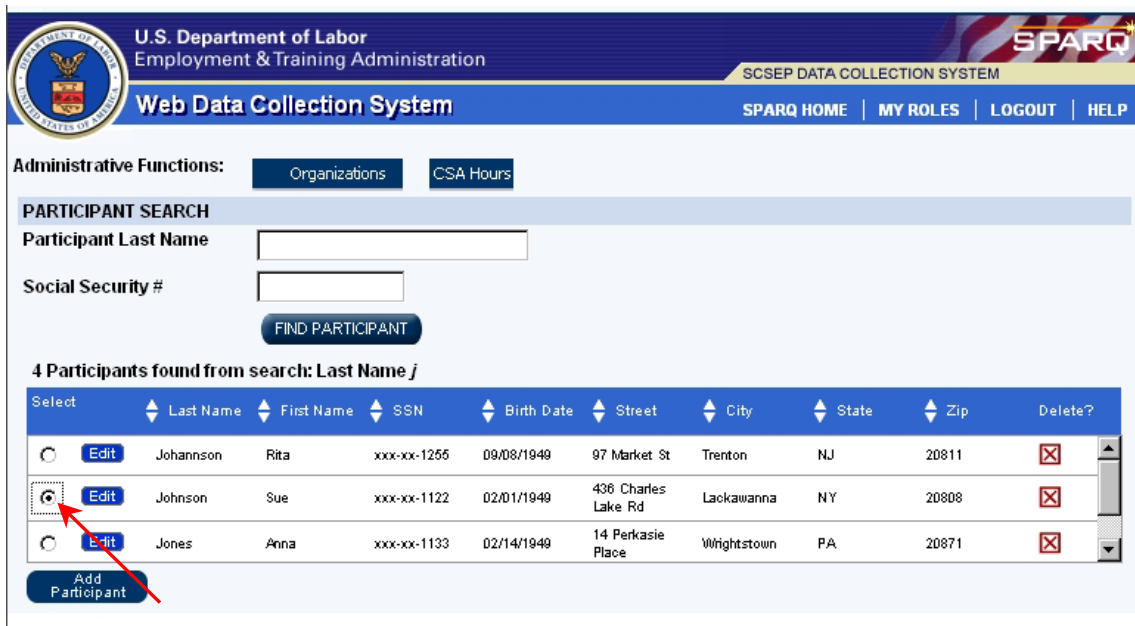
a. Number and Street, Suite Number; or PO Box	PO Box 3491
b. City	Burlington
c. State	NJ

At this point, the user enters any additional training data that is available and clicks on **SAVE** to update the database.

## *F. Adding/Editing a Training Record*

### *2. Editing a Training Record:*

To edit a previously entered training record, the user must first locate the appropriate participant using the ***Participant Search*** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:



The screenshot shows the WDCS Main Screen with the following elements:

- Header:** U.S. Department of Labor, Employment & Training Administration, SCSEP DATA COLLECTION SYSTEM, SPARQ.
- Navigation:** SPARQ HOME, MY ROLES, LOGOUT, HELP.
- Administrative Functions:** Organizations, CSA Hours.
- PARTICIPANT SEARCH:** Participant Last Name, Social Security #, FIND PARTICIPANT.
- Search Results:** 4 Participants found from search: Last Name j
- Table:**

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Laokawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button.

When the screen refreshes and the Selected Record Box appears:

## F. Adding/Editing a Training Record

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the logo, the text "SCSEP DATA COLLECTION SYSTEM" is visible. The main navigation bar includes "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are buttons for "Organizations" and "CSA Hours". The "PARTICIPANT SEARCH" section includes input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it states "4 Participants found from search: Last Name j". A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button. The "Selected Record" section shows details for Sue Johnson (SSN: xxx-xx-1122, Address: 436 Charles Lake Rd, Lackawanna, NY 20808, Phone: (834) 783-2202). It includes a "View Participant Profile" button and a tabbed interface with "Add Enrollments", "Assignments/Exits", and "Placements". The "Add Enrollments" tab is active, showing a table of enrollments:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

Red arrows labeled 1 and 2 point to the "Edit" button in the enrollments table and the "Assignments/Exits" tab, respectively.

- (1) Choose the enrollment that the training record to be edited is associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Click on the **ASSIGNMENTS/EXITS** button. A new Assignments Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) that are associated with the selected enrollment:

## F. Adding/Editing a Training Record

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo is on the left, and the SPARQ logo is on the right. The header includes the text "U.S. Department of Labor Employment & Training Administration" and "SCSEP DATA COLLECTION SYSTEM". Below the header, there are navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

The main section is titled "Administrative Functions:" and includes two buttons: "Organizations" and "CSA Hours". Below this is the "PARTICIPANT SEARCH" section, which has input fields for "Participant Last Name" and "Social Security #", and a "FIND PARTICIPANT" button.

The search results show "4 Participants found from search: Last Name j". The results are displayed in a table with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants listed are James Byron, Johnson Sue, and Jones Anna.


Below the search results is a button labeled "Add Participant".

The "Selected Record" section shows details for Sue Johnson. It includes her SSN (xxx-xx-1122) and phone number ((834) 783-2202). There is a button "View Participant Profile". To the right, there is a section titled "Enrollments" with a table showing application dates, eligibility, and exit dates. Below this, there are buttons for "Add Enrollments", "Assignments/Exits", and "Placements".

The "Assignments/Exits for Application Date: 07/15/05" section shows a table with columns: Assignment Date, Started, Ended, Host Agency, and Delete?. The table contains one entry for 08/05/2005, 08/08/2005, and Allied Business Systems. There is an "Edit" button next to this entry, which is highlighted with a red arrow. Below the table is a button labeled "Add Assignments and Exits".

To update an existing training record, click on **EDIT** for the assignment it is associated with and the **Assignment Information Screen** will be displayed:

## F. Adding/Editing a Training Record



U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Assignments/Exits

SPARQ HOME | MY ROLES | LOGOUT | HELP

●

Host-Agency Information

●

Contact Information

▼

Assignment Information

●

Training Information

●

Exit

Participant Name

Sue Johnson

SSN

xxx-xx-1122

Grantee

Department of Labor

App Date

07/15/2005

Assignment Date

08/05/2005

Assignment Start Date

08/08/2005

Assignment End Date

Exit Date

Host Agency

Allied Business Systems

Host Agency ID

40727

Next, navigate to the **Training Information Screen**:

## F. Adding/Editing a Training Record

The screenshot shows the 'Assignments/Exits' section of the SPARQ system. At the top, the U.S. Department of Labor logo and 'U.S. Department of Labor Employment & Training Administration' are displayed. The 'SPARQ' logo is in the top right corner. Below the header, the 'Assignments/Exits' title is followed by navigation links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main content area shows a breadcrumb trail 'WDCS Main > Add/Edit Assignment'. A progress bar with five steps is visible: 'Host-Agency Information', 'Contact Information', 'Assignment Information', 'Training Information' (which is highlighted with a red circle and a downward arrow), and 'Exit'. To the right of the progress bar, a table displays participant information: Participant Name (Sue Johnson), SSN (xxx-xx-1122), Grantee (Department of Labor), App Date (07/15/2005), Assignment Date (08/05/2005), Assignment Start Date (08/08/2005), Assignment End Date, Exit Date, Host Agency (Allied Business Systems), and Host Agency ID (40727). Below the progress bar, the section 'SUB-GRANTEE PROVIDED TRAINING INFORMATION' contains a table with one row of training data. The table has columns: 'Select', 'Started', 'Ended', 'Training Facility', and 'Delete?'. The row shows a radio button in the 'Select' column, '11/04/2005' in 'Started', '12/20/2005' in 'Ended', 'Apex Technologies' in 'Training Facility', and a red 'X' icon in 'Delete?'. Below the table is a link 'Add a new Training Record'. At the bottom of the form are three buttons: '<< Previous', 'Next >>', and 'Save'.

U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Assignments/Exits

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Add/Edit Assignment

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee: Department of Labor  
App Date: 07/15/2005  
Assignment Date: 08/05/2005  
Assignment Start Date: 08/08/2005  
Assignment End Date:  
Exit Date:  
Host Agency: Allied Business Systems  
Host Agency ID: 40727

Host-Agency Information | Contact Information | Assignment Information | **Training Information** | Exit

SUB-GRANTEE PROVIDED TRAINING INFORMATION


Select	Started	Ended	Training Facility	Delete?
<input type="radio"/>	11/04/2005	12/20/2005	Apex Technologies	<input checked="" type="checkbox"/>

[Add a new Training Record](#)


<< Previous | Next >> | Save

Select the appropriate training record from those listed and the detailed **Training Information Screen** will open:

## F. Adding/Editing a Training Record



**U.S. Department of Labor**  
Employment & Training Administration

**SPARQ**

SCSEP DATA COLLECTION SYSTEM

**Assignments/Exits**

[SPARQ HOME](#) | [MY ROLES](#) | [LOGOUT](#) | [HELP](#)

[WDCS Main](#) > Add/Edit Assignment

●

Host-Agency Information

●

Contact Information

●

Assignment Information

●

Training Information

●

Exit

Participant NameSue Johnson

SSNxxx-xx-1122

GranteeDepartment of Labor

App Date07/15/2005

Assignment Date08/05/2005

Assignment Start Date08/08/2005

Assignment End Date

Exit Date

Host AgencyAllied Business Systems

Host Agency ID40727

SUB-GRANTEE PROVIDED TRAINING INFORMATION

Select	Started	Ended	Training Facility	Delete?
<input checked="" type="radio"/>	11/04/2005	12/20/2005	Apex Technologies	<input checked="" type="checkbox"/>

[Add a new Training Record](#)

Training Provider Information

23. Name of training provider or OJE/OJT employer:

Apex Technologies

Replace current Training Provider/Employer with:

☐ AAA Auto Service and Repair

☐ American Plastics

[Add New Training Provider/Employer](#)

24. Training provider or OJE/OJT employer mailing address

a. Number and Street, Suite Number; or PO Box

PO Box 3491

b. City

Burlington

c. State

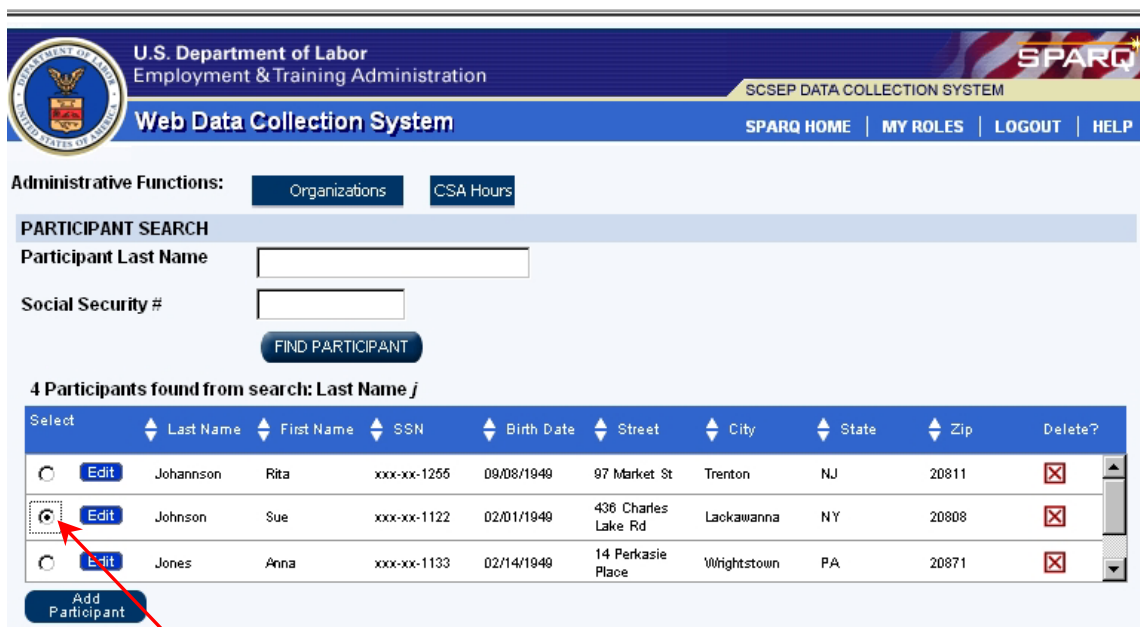
NJ

The user changes the existing data and/or adds new data as needed, then clicks **SAVE** to update the database.

### G. ADDING/EDITING CSA PAID HOURS AND TRAINING HOURS

#### 1. Adding CSA Paid Hours and Training Hours:

To add CSA Paid Hours and Training Hours to an existing participant's record, the user must first locate the appropriate record using the *Participant Search* function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:



## G. Adding/Editing CSA Hours

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the logo, the text "SCSEP DATA COLLECTION SYSTEM" is visible. The main header includes "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are two buttons: "Organizations" and "CSA Hours".

The "PARTICIPANT SEARCH" section contains input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it states "4 Participants found from search: Last Name j". A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasi Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button.

The "Selected Record" section shows details for Sue Johnson (SSN: xxx-xx-1122, 436 Charles Lake Rd, Lackawanna, NY 20808, (834) 783-2202). It includes a "View Participant Profile" button and a table of enrollments:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

Below the enrollment table are buttons for "Add Enrollments", "Assignments/Exits", and "Placements". Red arrows labeled "1" and "2" point to the "Edit" button in the enrollment table and the "Assignments/Exits" button, respectively.

- (1) Choose the enrollment that the new data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Then click on the **ASSIGNMENTS/EXITS** button. A new Assignments/Exits Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) that are associated with the selected enrollment.

## G. Adding/Editing CSA Hours



U.S. Department of Labor  
Employment & Training Administration



SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: [Organizations](#) [CSA Hours](#)**PARTICIPANT SEARCH**  
Participant Last Name   
Social Security #   
[FIND PARTICIPANT](#)

4 Participants found from search: Last Name j

[Add Participant](#)**Selected Record**  
Sue Johnson  
xxx-xx-1122  
(834) 783-2202  
[View Participant Profile](#) [Add Enrollments](#) [Assignments/Exits](#) [Placements](#)**Enrollments****Assignments/Exits for Application Date: 07/15/05**[Add Assignments and Exits](#)

Click on **EDIT** for the specific assignment record to be updated. The **Assignment Information Screen** will open:

## G. Adding/Editing CSA Hours

<b>17. Community Service Assignment Code</b> <ul style="list-style-type: none"><li>• (G) = General Community</li><li>• (E) = Elderly Community</li></ul>	G10. Financial Other (specify) <input type="text"/>
<b>18. Community service assignment title</b>	<input type="text"/>
<b>18a. Participant's Job Code</b>	2. Business and Financial Operations
<b>18b. Participant's workers' compensation code</b>	<input type="text"/>
<b>19. Total hours paid in quarter</b>	
Quarter 1 <input type="text" value="219"/>	Quarter 2 <input type="text"/> Quarter 3 <input type="text"/> Quarter 4 <input type="text"/>
<b>20. Types of training received (check all that apply)</b>	
<input type="checkbox"/> a. General Training (basic skills)	<input type="checkbox"/> b. Specialized training (specific job/industry)
<input type="checkbox"/> c. On-the-job experience (OJE)	<input checked="" type="checkbox"/> d. On-the-job Training (OJT;Section 502(e) only)
<input type="checkbox"/> e. Other (specify) <input type="text"/>	<input type="checkbox"/> f. None
<b>21. Total hours of paid training received in quarter</b>	
Quarter 1 <input type="text" value="20"/>	Quarter 2 <input type="text"/> Quarter 3 <input type="text"/> Quarter 4 <input type="text"/>
<b>22. Community service assignment comments</b>	
<input type="text"/>	

[<< Previous](#) [Next >>](#) [Save](#) [Reset Form](#)

Scroll down to field #19 to enter quarterly CSA Total Paid Hours and to field #21 to enter quarterly Total Training Hours. Once all appropriate CSA hours have been updated, click **SAVE** to update the database.

## G. Adding/Editing CSA Hours

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### **\*\* IMPORTANT \*\***

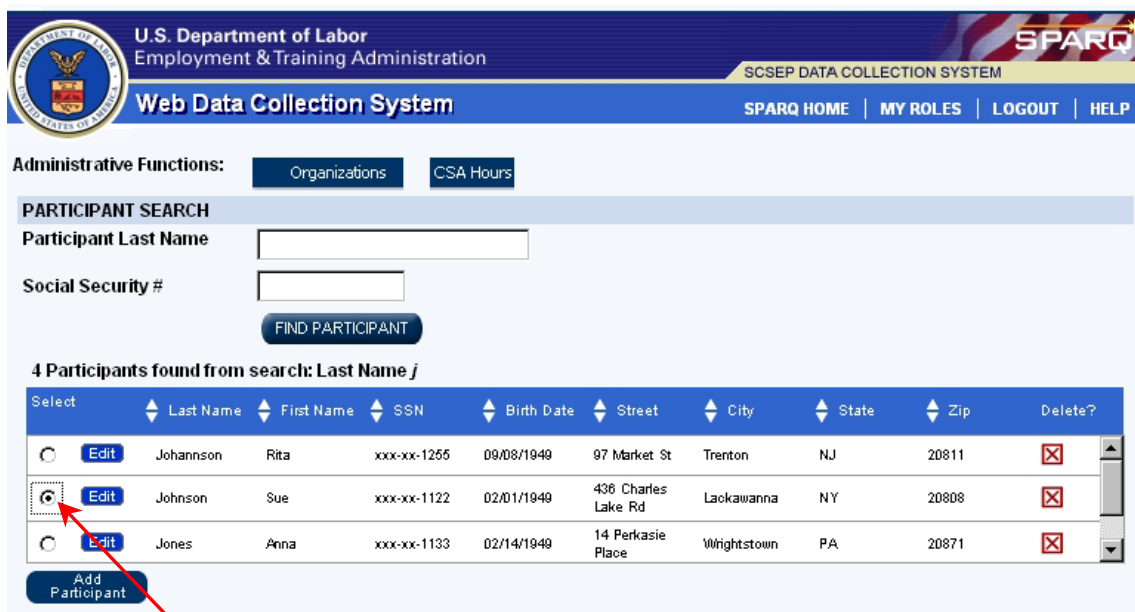
When adding quarterly CSA Total Paid Hours and/or Total Training Hours directly to an assignment record, they must be entered for the current program year.

To enter CSA Total Paid Hours and/or Total Training Hours for a previous program year, the **CSA HOURS** function on the **WDCS Main Screen** must be used.

## G. Adding/Editing CSA Hours

### 2. Editing CSA Paid Hours and Training Hours:

To edit CSA Paid Hours and Training Hours for an existing participant, the user must first locate the participant by using the **Participant Search** function on the WDCS Main Screen. The user selects the participant record to work with from the list of participants that is displayed:



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

**Add Participant**

When the screen refreshes and the Selected Record Box appears:

## G. Adding/Editing CSA Hours

The screenshot displays the WDCS Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'SPARQ' branding are visible. The main navigation bar includes 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. Below this, the 'Administrative Functions' section has buttons for 'Organizations' and 'CSA Hours'. The 'PARTICIPANT SEARCH' section contains input fields for 'Participant Last Name' and 'Social Security #', followed by a 'FIND PARTICIPANT' button. A message indicates '4 Participants found from search: Last Name j'. A table lists these participants with columns for Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants listed are Rita Johansson, Sue Johnson, and Anna Jones. Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson, including her SSN, address, and phone number. An 'Enrollments' table is displayed, showing one enrollment for Sue Johnson with an application date of 07/15/2005 and an eligible status of 'Y'. A red arrow labeled '1' points to the 'Edit' button in the 'Enrollments' table. Below the participant details are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. A red arrow labeled '2' points to the 'Assignments/Exits' button.

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johansson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

Selected Record

Sue Johnson  
xxx-xx-1122  
436 Charles Lake Rd  
Lackawanna, NY 20808  
(834) 783-2202

Enrollments

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements

- (1) Choose the enrollment that the new data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Then click on the **ASSIGNMENTS/EXITS** button. A new Assignments/Exits Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) that are associated with the selected enrollment.

## G. Adding/Editing CSA Hours

Employment & Training Administration  
SCSEP DATA COLLECTION SYSTEM  
Web Data Collection System  
SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**  
Participant Last Name:   
Social Security #:   
FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

**Selected Record**  
Sue Johnson  
xxx-xx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements

**Assignments/Exits for Application Date: 07/15/05**

Assignment Date	Started	Ended	Host Agency	Delete?
08/05/2005	08/08/2005		Allied Business Systems	<input type="checkbox"/>

Edit Add Assignments and Exits

Click on **EDIT** for the specific assignment record to be updated.

When the **Assignment Information Screen** opens:

## G. Adding/Editing CSA Hours

The screenshot shows a web form for adding or editing CSA hours. The form is divided into several sections, each with a blue header. The sections are:

- 17. Community Service Assignment Code**: Includes a dropdown menu with "G10. Financial" selected and a text field for "Other (specify)".
- 18. Community service assignment title**: A text field.
- 18a. Participant's Job Code**: A dropdown menu with "2. Business and Financial Operations" selected.
- 18b. Participant's workers' compensation code**: A text field.
- 19. Total hours paid in quarter**: A section with four text fields for Quarter 1, Quarter 2, Quarter 3, and Quarter 4. The Quarter 1 field contains the value "219". This section is circled in red.
- 20. Types of training received (check all that apply)**: A section with six checkboxes: "a. General Training (basic skills)", "b. Specialized training (specific job/industry)", "c. On-the-job-experience (OJE)", "d. On-the-job-Training (OJT;Section 502(e) only)", "e. Other (specify)", and "f. None". The "c. On-the-job-experience (OJE)" checkbox is checked.
- 21. Total hours of paid training received in quarter**: A section with four text fields for Quarter 1, Quarter 2, Quarter 3, and Quarter 4. The Quarter 1 field contains the value "20". This section is circled in red.
- 22. Community service assignment comments**: A large text area for comments.

At the bottom of the form, there are four buttons: "<< Previous", "Next >>", "Save", and "Reset Form". A red arrow points to the "Save" button.

Scroll down to field #19 to change previously entered CSA Total Paid Hours or to add additional CSA Total Paid Hours. Similarly, to change or add Total Training Hours, scroll down to field #21 and enter the information.

Once all appropriate CSA hours have been updated, click **SAVE** to update the database.

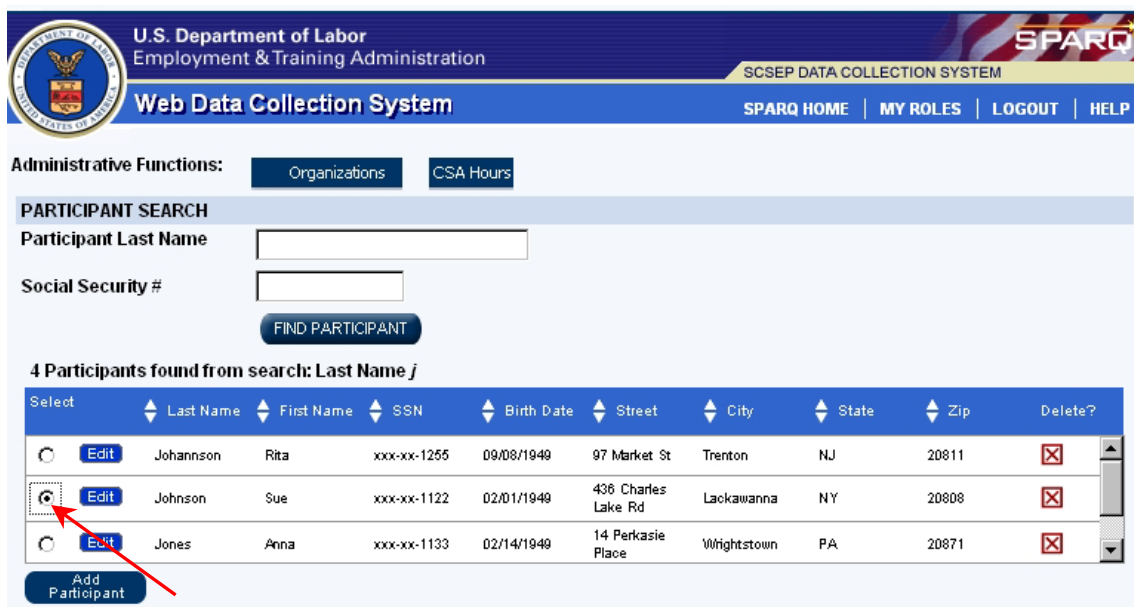


## H. Adding/Editing Exit Information

### H. ADDING/EDITING EXIT INFORMATION

#### 1. Adding Exit Information:

In order to exit a participant, the user must first locate the correct participant record by using the **Participant Search** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:

## H. Adding/Editing Exit Information

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'U.S. Department of Labor Employment & Training Administration' are visible. The 'Web Data Collection System' title is prominent, along with navigation links: SPARQ HOME, MY ROLES, LOGOUT, and HELP. Below this, 'Administrative Functions' includes buttons for 'Organizations' and 'CSA Hours'.

The 'PARTICIPANT SEARCH' section features input fields for 'Participant Last Name' and 'Social Security #', followed by a 'FIND PARTICIPANT' button. Below the search, a message states '4 Participants found from search: Last Name j'.

A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson (SSN: xxx-xx-1122, 436 Charles Lake Rd, Lackawanna, NY 20808, (834) 783-2202). It includes an 'Enrollments' table:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	07/15/2005	Y		<input type="checkbox"/>

At the bottom of the 'Selected Record' section are buttons: 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. Red arrows and numbers indicate the steps: arrow 1 points to the selected enrollment radio button, and arrow 2 points to the 'Assignments/Exits' button.

- (1) Choose the enrollment that the new data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Click on the **ASSIGNMENTS/EXITS** button. A new Assignments/Exits Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) associated with the selected enrollment:

## H. Adding/Editing Exit Information

Employment & Training Administration  
SCSEP DATA COLLECTION SYSTEM  
Web Data Collection System  
SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**  
Participant Last Name:   
Social Security #:   
FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

**Selected Record**  
Sue Johnson  
xxx-xx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date
<input checked="" type="radio"/> Edit	07/15/2005	Y	<input type="text"/>

Left click on the mouse to start the capture

View Participant Profile Add Enrollments Assignments/Exits Placements


**Assignments/Exits for Application Date: 07/15/05**

Assignment Date	Started	Ended	Host Agency	Delete?
08/05/2005	08/08/2005		Allied Business Systems	<input type="checkbox"/>

Edit Add Assignments and Exits

Click on **EDIT** for the specific assignment record to be updated. When the **Assignment Information Screen** opens, the user should enter the data necessary to close the assignment and then proceed to the **Exit Information Screen**:

## H. Adding/Editing Exit Information



**U.S. Department of Labor**  
Employment & Training Administration

**SPARQ**  
SCSEP DATA COLLECTION SYSTEM

**Assignments/Exits**

SPARQ HOME | MY ROLES | LOGOUT | HELP

●

Host-Agency Information

●

Contact Information

●

Assignment Information

●

Training Information

●

Exit

Participant Name	Sue Johnson
SSN	xxx-xx-1122
Grantee	Department of Labor
App Date	07/15/2005
Assignment Date	08/05/2005
Assignment Start Date	08/08/2005
Assignment End Date	
Exit Date	
Host Agency	Allied Business Systems
Host Agency ID	40727

**5. Exit due to unsubsidized placement? (Select one only)**

☐ i. Yes, regular employment

☐ ii. Yes, self-employment

☐ iii. No

Clear

**6. If exit is not due to unsubsidized employment, other reason for exit (Select one only)**

Select One

**6a. Non-exit reasons for closing the record (Select one only)**

☐ i. Withdrew application prior to assignment

☐ ii. Transferred to another project (specify grantee code)

☐ iii. Moved to another sub-grantee (specify sub-grantee code)

☐ iv. Dual enrollment

Enter the appropriate exit data into the blank cells and click **SAVE** to update the database.

## H. Adding/Editing Exit Information

### 2. Editing Exit Information:

In order to edit a participant's exit information, the user must first locate the correct participant record by using the **Participant Search** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:

The screenshot shows the WDCS Main Screen with the following elements:

- Header:** U.S. Department of Labor, Employment & Training Administration, SCSEP DATA COLLECTION SYSTEM, SPARQ logo.
- Navigation:** SPARQ HOME, MY ROLES, LOGOUT, HELP.
- Administrative Functions:** Organizations, CSA Hours.
- PARTICIPANT SEARCH:** Participant Last Name, Social Security #, FIND PARTICIPANT button.
- Search Results:** 4 Participants found from search: Last Name j.
- Table:** A table with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, Delete?.
- Table Data:**

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasi Place	Wrightstown	PA	20871	<input type="checkbox"/>
- Buttons:** Add Participant, FIND PARTICIPANT.

When the screen refreshes and the Selected Record Box appears:

## H. Adding/Editing Exit Information

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'U.S. Department of Labor Employment & Training Administration' are visible. The 'Web Data Collection System' title is prominent, along with navigation links: SPARQ HOME, MY ROLES, LOGOUT, and HELP. Below this, 'Administrative Functions' includes buttons for 'Organizations' and 'CSA Hours'.

The 'PARTICIPANT SEARCH' section contains input fields for 'Participant Last Name' and 'Social Security #', followed by a 'FIND PARTICIPANT' button. Below the search, it states '4 Participants found from search: Last Name j'.

A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an 'Add Participant' button. The 'Selected Record' section for Sue Johnson (SSN: xxx-xx-1122) shows her address and phone number. An 'Enrollments' table is displayed:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	07/15/2005	Y		<input type="checkbox"/>

Red arrows indicate the workflow: Arrow 1 points to the selected enrollment row, and Arrow 2 points to the 'Assignments/Exits' button at the bottom of the participant record.

- (1) Choose the enrollment that the new exit data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Then click on the **ASSIGNMENTS/EXITS** button. A new Assignments/Exits Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) associated with the selected enrollment:

## H. Adding/Editing Exit Information

Employment & Training Administration  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System  
SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasi Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

Selected Record

Sue Johnson  
xxx-xx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements


Assignments/Exits for Application Date: 07/15/05

Assignment Date	Started	Ended	Host Agency	Delete?
08/05/2005	08/08/2005		Allied Business Systems	<input type="checkbox"/>

Edit Add Assignments and Exits

Click on **EDIT** for the specific assignment record to be updated. When the **Assignment Information Screen** opens, navigate to the **Exit Information Screen**:

## H. Adding/Editing Exit Information



**U.S. Department of Labor**  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

**Assignments/Exits**

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add/Edit Assignment

●

Host-Agency Information

●

Contact Information

●

Assignment Information

●

Training Information

●

Exit

Participant Name

Sue Johnson

SSN

xxx-xx-1122

Grantee

Department of Labor

App Date

07/15/2005

Assignment Date

08/05/2005

Assignment Start Date

08/08/2005

Assignment End Date

Exit Date

Host Agency

Allied Business Systems

Host Agency ID

40727

**EXIT FORM**

**5. Exit due to unsubsidized placement? (Select one only)**

☐ i. Yes, regular employment

☐ ii. Yes, self-employment

☐ iii. No

Clear

**6. If exit is not due to unsubsidized employment, other reason for exit (Select one only)**

Select One

**6a. Non-exit reasons for closing the record (Select one only)**

☐ i. Withdrew application prior to assignment

☐ ii. Transferred to another project (specify grantee code)

☐ iii. Moved to another sub-grantee (specify sub-grantee code)

Update the previously entered exit information and/or add new exit data, then click **SAVE** to update the database.

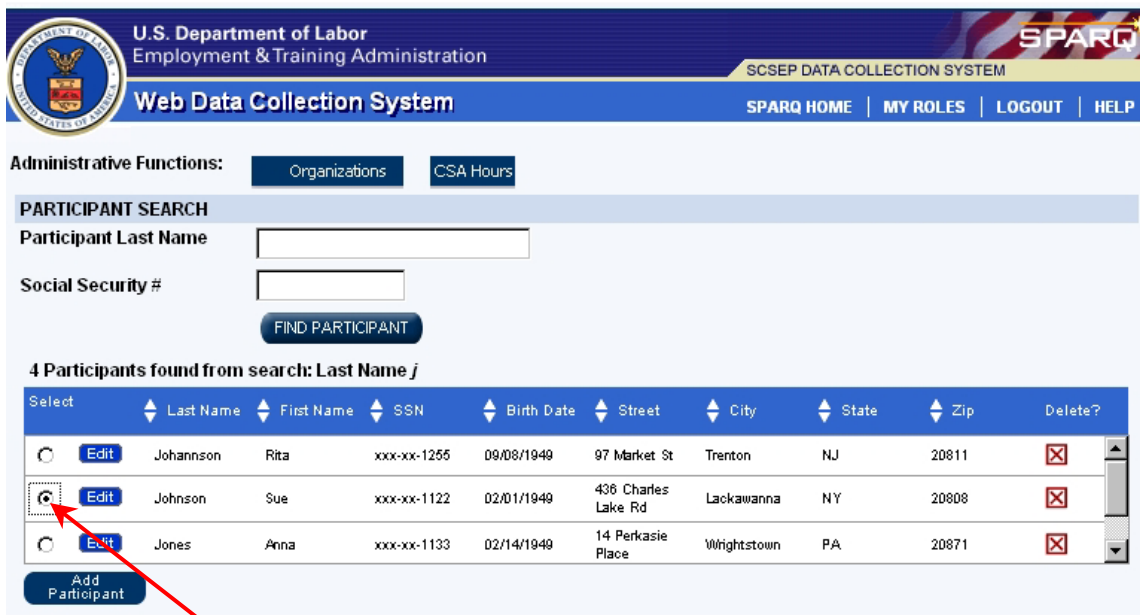


## *I. Adding/Editing Follow-up Information*

### **I. ADDING/EDITING FOLLOW-UP INFORMATION**

#### **1. Adding Follow-Up Information:**

To enter follow-up data for a placed participant, the user must first locate the participant's record using the *Participant Search* function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:



U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:

## I. Adding/Editing Follow-up Information

The screenshot displays the WDCS Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'U.S. Department of Labor Employment & Training Administration' are visible. The 'Web Data Collection System' title is prominent, along with 'SCSEP DATA COLLECTION SYSTEM' and navigation links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'.

**Administrative Functions:** Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name:

Social Security #:

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

**Add Participant**

**Selected Record**

Sue Johnson  
xxx-xx-1122  
436 Charles Lake Rd  
Lackawanna, NY 20808  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <b>Edit</b>	07/15/2005	Y		<input type="checkbox"/>

**1** (arrow pointing to the selected enrollment)

**2** (arrow pointing to the Placements button)

**View Participant Profile** **Add Enrollments** **Assignments/Exits** **Placements**

- (1) Choose the enrollment that the new data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Click on the **PLACEMENTS** button.  
A new Assignments/Exits Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) associated with the selected enrollment:

## I. Adding/Editing Follow-up Information

Employment & Training Administration  
SCSEP DATA COLLECTION SYSTEM  
Web Data Collection System  
SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input checked="" type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Laackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>

**Add Participant**

**Selected Record**

Sue Johnson  
xxxxxx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <b>Edit</b>	07/15/2005	Y		<input checked="" type="checkbox"/>

**View Participant Profile** **Add Enrollments** **Assignments/Exits** **Placements**

**Placements for Application Date: 07/15/05**


Start Date	End Date	Employer	Delete?
<b>Edit</b>	05/01/2006	American Landscapes Inc	<input checked="" type="checkbox"/>

**Add Placements**

Click on **EDIT** for the specific placement record to be updated.

When the **Placement Information Screen** opens, navigate to the **Follow-Up Information Screen**:

## I. Adding/Editing Follow-up Information



U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Placements

SPARQ HOME | MY ROLES | LOGOUT | HELP

Employer Information

Contact Information

Placement Information

Survey Information

**Follow-up Information**

Participant Name

SSN

Grantee

App Date

Exit Date

Placement Start Date

Placement End Date

Employer

Employer ID

Sue Johnson

xxx-xx-1122

Department of Labor

07/15/2005

05/01/2006

American Landscapes Inc

40728

**26. Follow-up 1**

a. Scheduled date

05/31/2006

b. Actual 30-day date

c. Completed date

d. Employed for 30 days?

Select one

**27. 90-day date**

28. Has the participant received any services from SCSEP within the first 90 days after exit?

☐ Yes ☐ No

Clear

**29. Follow-up 2**

a. Scheduled date

b. Completed date

c. Any wages for first quarter after exit quarter? (Please also indicate method of verification)

Select One

d. Employed on 180th day after placement?

☐ Yes ☐ No

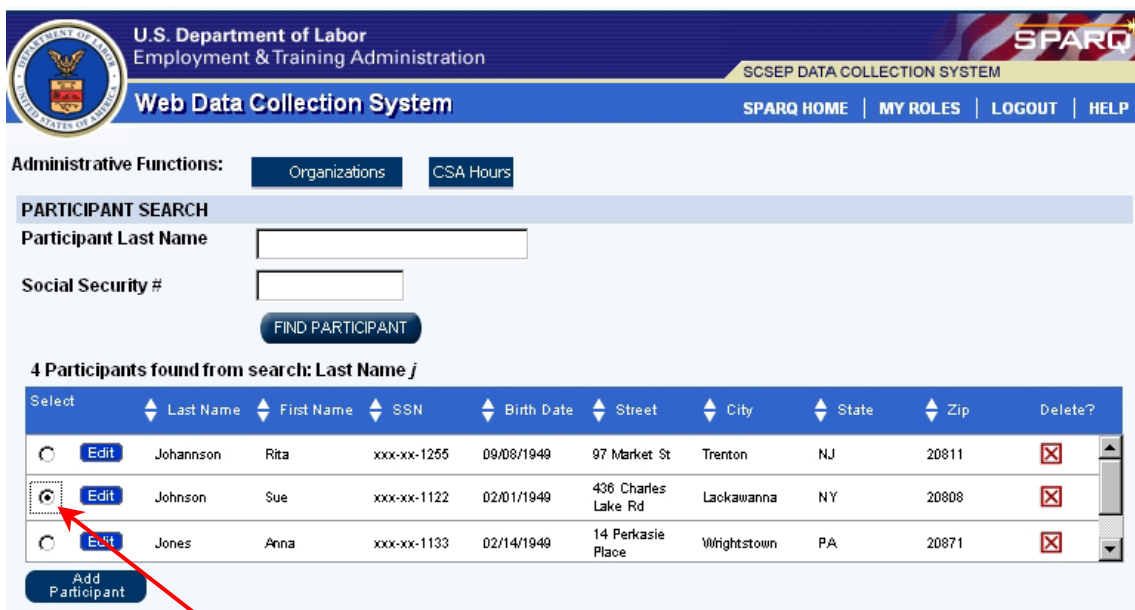
Clear

Enter data into the blank cells as needed and click on **SAVE** to update the database.

## ***I. Adding/Editing Follow-up Information***

### ***2. Editing Follow-Up Information:***

To edit follow-up data for a placed participant, first locate the participant's record using the ***Participant Search*** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:



The screenshot shows the WDCS Main Screen with the following elements:

- Header:** U.S. Department of Labor, Employment & Training Administration, SCSEP DATA COLLECTION SYSTEM, SPARQ.
- Navigation:** SPARQ HOME, MY ROLES, LOGOUT, HELP.
- Administrative Functions:** Organizations, CSA Hours.
- PARTICIPANT SEARCH:** Participant Last Name, Social Security #, FIND PARTICIPANT.
- Search Results:** 4 Participants found from search: Last Name j.
- Table:**

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button. A red arrow points to the "Edit" button for Sue Johnson.

When the screen refreshes and the Selected Record Box appears:

## I. Adding/Editing Follow-up Information

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo and 'U.S. Department of Labor Employment & Training Administration' are visible, along with the 'SCSEP DATA COLLECTION SYSTEM' and 'SPARQ' branding. Navigation links include 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'.

**Administrative Functions:** Organizations | CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name:

Social Security #:

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasi Place	Wrightstown	PA	20871	<input type="checkbox"/>

**Add Participant**

**Selected Record**

Sue Johnson  
xxx-xx-1122  
436 Charles Lake Rd  
Lackawanna, NY 20808  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <b>Edit</b>	07/15/2005	Y		<input type="checkbox"/>

**1** (arrow pointing to the selected enrollment)

**2** (arrow pointing to the Placements button)

**View Participant Profile** **Add Enrollments** **Assignments/Exits** **Placements**

- (1) Choose the enrollment that the new data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Click on the **PLACEMENTS** button.  
A new Placements Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) associated with the selected enrollment:

## I. Adding/Editing Follow-up Information

The screenshot displays the 'Web Data Collection System' interface for the U.S. Department of Labor, Employment & Training Administration. The top navigation bar includes the 'SPARQ' logo and links for 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. Below this, the 'Administrative Functions' section has tabs for 'Organizations' and 'CSA Hours'. The 'PARTICIPANT SEARCH' section contains input fields for 'Participant Last Name' and 'Social Security #', followed by a 'FIND PARTICIPANT' button. A message indicates '4 Participants found from search: Last Name j'. Below this is a table listing participants with columns for Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The table shows three participants: James Byron, Sue Johnson, and Anna Jones. The 'Sue Johnson' row is selected. Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson, including her SSN and phone number. It features an 'Enrollments' table with columns for Select, Application Date, Eligible, Exit Date, and Delete?. The enrollment for 07/15/2005 is selected. Below this are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. The 'Placements for Application Date: 07/15/05' section shows a table with columns for Start Date, End Date, Employer, and Delete?. A placement for 05/01/2006 at American Landscapes Inc. is listed. An 'Edit' button is highlighted with a red arrow, and an 'Add Placements' button is also visible.

U.S. Department of Labor  
Employment & Training Administration

Web Data Collection System

SPARQ  
SCSEP DATA COLLECTION SYSTEM

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	James	Byron	xxx-xx-2345	02/14/1949	34 West Moreland Ave	Hightstown	NJ	08655	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasi Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

Selected Record

Sue Johnson  
xxx-xx-1122  
(834) 783-2202

Enrollments

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements

Placements for Application Date: 07/15/05

Start Date	End Date	Employer	Delete?
05/01/2006		American Landscapes Inc	<input type="checkbox"/>

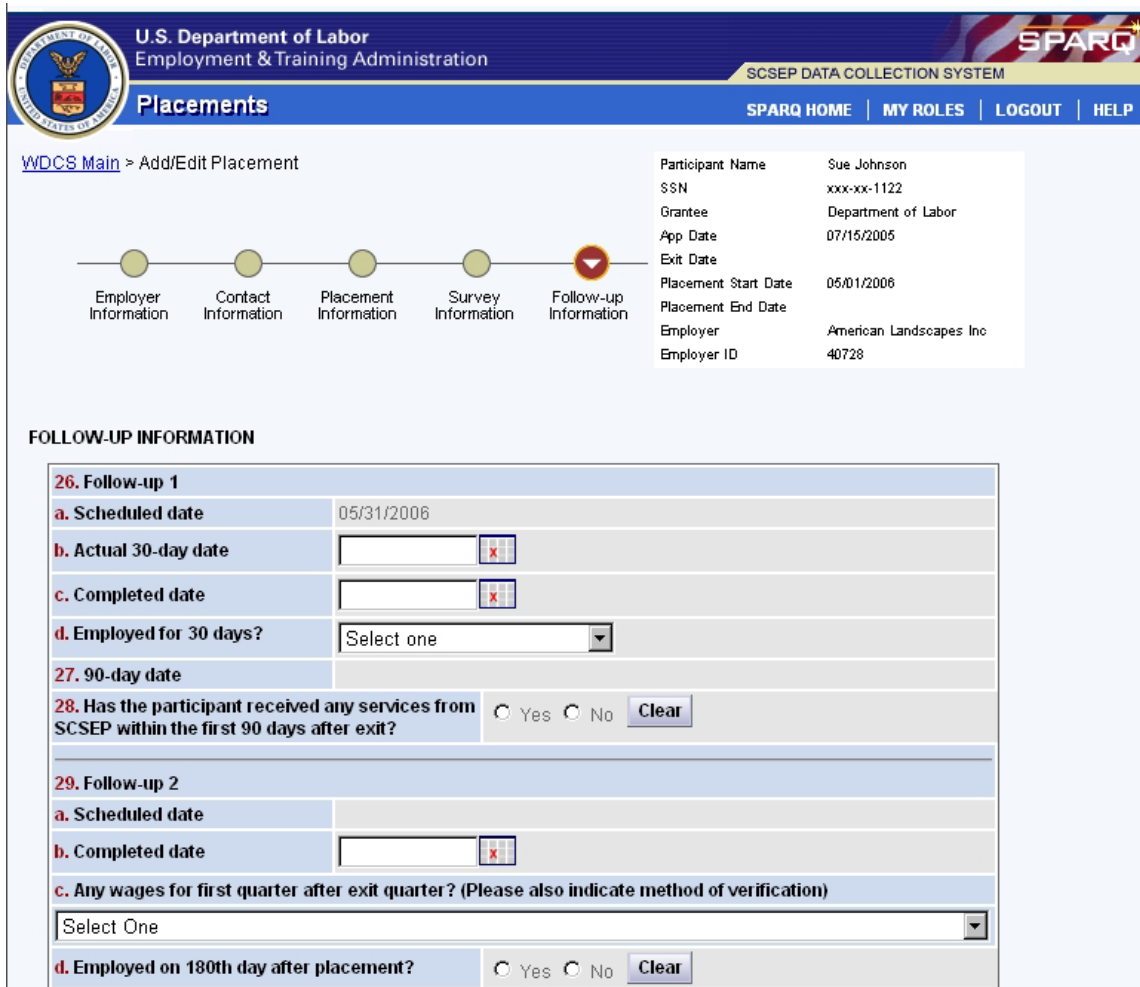
Edit Add Placements

A new Placements Box will appear on **WDCS Main Screen** listing the existing placements (if any) associated with the selected enrollment:

Click on **EDIT** for the specific placement record to be updated.

## I. Adding/Editing Follow-up Information

When the **Placement Information Screen** opens, navigate to the **Follow-Up Information Screen**.



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

**Placements** SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > Add/Edit Placement

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee: Department of Labor  
App Date: 07/15/2005  
Exit Date:  
Placement Start Date: 05/01/2006  
Placement End Date:  
Employer: American Landscapes Inc  
Employer ID: 40728

**FOLLOW-UP INFORMATION**

**26. Follow-up 1**

a. Scheduled date: 05/31/2006

b. Actual 30-day date: [Date Picker]

c. Completed date: [Date Picker]

d. Employed for 30 days?: Select one [Dropdown]

**27. 90-day date**

**28. Has the participant received any services from SCSEP within the first 90 days after exit?** ☐ Yes ☐ No

**29. Follow-up 2**

a. Scheduled date: [Date Picker]

b. Completed date: [Date Picker]

c. Any wages for first quarter after exit quarter? (Please also indicate method of verification)  
Select One [Dropdown]

d. Employed on 180th day after placement? ☐ Yes ☐ No

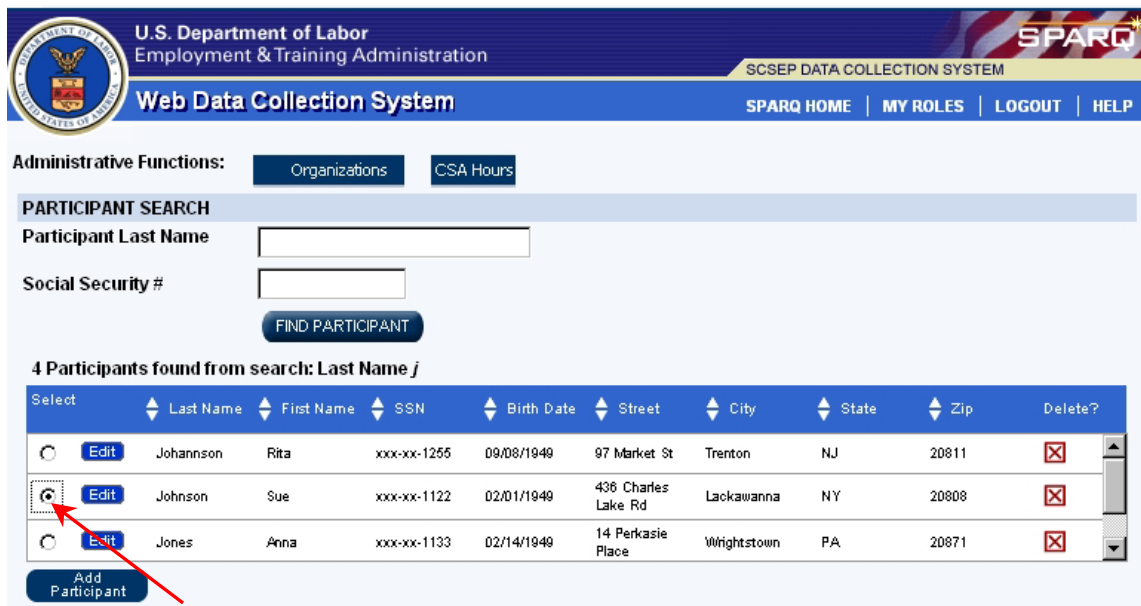
Update the existing follow-up data and/or add additional follow-up information, then click on **SAVE** to update the database.



### J. ADDING/EDITING CUSTOMER SATISFACTION SURVEY INFORMATION

#### 1. Adding Customer Satisfaction Survey Information:

To update an existing participant's record with customer satisfaction survey data, the user must first locate the appropriate record using the **Participant Search** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:

## J. Adding/Editing CSS Information

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the logo, the text "SCSEP DATA COLLECTION SYSTEM" is visible. The main header includes "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are buttons for "Organizations" and "CSA Hours". The "PARTICIPANT SEARCH" section includes input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it states "4 Participants found from search: Last Name j". A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button. The "Selected Record" section shows details for Sue Johnson (SSN: xxx-xx-1122, 436 Charles Lake Rd, Lackawanna, NY 20808, (834) 783-2202). It includes a "View Participant Profile" button and a table of "Enrollments":

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	07/15/2005	Y		<input type="checkbox"/>

Below the enrollment table are buttons for "Add Enrollments", "Assignments/Exits", and "Placements". Red arrows indicate the sequence of actions: arrow 1 points to the "Edit" button in the enrollment table, and arrow 2 points to the "Placements" button.

- (1) Choose the enrollment that the new follow-up data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected. Then click on the **PLACEMENTS** button.
- (2) Click on the **PLACEMENTS** button.  
A new Assignments/Exits Box will appear **WDCS Main Screen** listing the existing assignments (if any) associated with the selected enrollment:

## J. Adding/Editing CSS Information

Employment & Training Administration  
SCSEP DATA COLLECTION SYSTEM  
Web Data Collection System  
SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

Left click on the mouse to start the capture

**4 Participants found from SCSEP database**

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <a href="#">Edit</a>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> <a href="#">Edit</a>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <a href="#">Edit</a>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasee Place	Wrightstown	PA	20871	<input type="checkbox"/>

[Add Participant](#)

**Selected Record**

Sue Johnson  
xxx-xx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <a href="#">Edit</a>	07/15/2005	Y		<input type="checkbox"/>

[View Participant Profile](#) [Add Enrollments](#) [Assignments/Exits](#) [Placements](#)

**Placements for Application Date: 07/15/05**

	Start Date	End Date	Employer	Delete?
<a href="#">Edit</a>	05/01/2006		American Landscapes Inc	<input type="checkbox"/>

[Add Placements](#)

Click on **EDIT** for the specific assignment record to be updated. When the **Assignment Information Screen** opens, navigate to the **Survey Information Screen**:

## J. Adding/Editing CSS Information

U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Placements

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > Add/Edit Placement

Participant Name: Sue Johnson  
SSN: xxx-xx-1122  
Grantee: Department of Labor  
App Date: 07/15/2005  
Exit Date:  
Placement Start Date: 05/01/2006  
Placement End Date:  
Employer: American Landscapes Inc  
Employer ID: 40728

Employer Information | Contact Information | Placement Information | **Survey Information** | Follow-up Information

CUSTOMER SERVICE SURVEY INFORMATION

23. CS survey number 1	<input type="text"/>	Date: <input type="text"/>
24. CS survey number 2	<input type="text"/>	Date: <input type="text"/>
25. CS survey number 3	<input type="text"/>	Date: <input type="text"/>

<< Previous | Next >> | **Save** | Reset Form

Enter data into the blank cells as needed and click on **SAVE** to update the database.

### 2. Editing Customer Satisfaction Survey Information:

To edit existing customer satisfaction survey data for a participant, first locate the participant using the **Participant Search** function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:

## J. Adding/Editing CSS Information

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes and the Selected Record Box appears:

## J. Adding/Editing CSS Information

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor logo is on the left, and the SPARQ logo is on the right. The header includes the text "U.S. Department of Labor Employment & Training Administration" and "SCSEP DATA COLLECTION SYSTEM". Below the header, there are navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

The main section is titled "Administrative Functions:" and includes two buttons: "Organizations" and "CSA Hours". Below this is the "PARTICIPANT SEARCH" section, which has input fields for "Participant Last Name" and "Social Security #", and a "FIND PARTICIPANT" button.

A search result is shown: "4 Participants found from search: Last Name j". Below this is a table with columns: "Select", "Last Name", "First Name", "SSN", "Birth Date", "Street", "City", "State", "Zip", and "Delete?". The table lists three participants: Rita Johansson, Sue Johnson, and Anna Jones.

Below the table is an "Add Participant" button. Below that is a "Selected Record" section for Sue Johnson. It shows her contact information and an "Enrollments" table. The "Enrollments" table has columns: "Select", "Application Date", "Eligible", "Exit Date", and "Delete?". It lists one enrollment for Sue Johnson with an application date of 07/15/2005 and an eligible status of "Y".

Below the "Enrollments" table are four buttons: "View Participant Profile", "Add Enrollments", "Assignments/Exits", and "Placements". Red arrows point to the "Add Enrollments" button (labeled 1) and the "Placements" button (labeled 2).

- (1) Choose the enrollment that the new data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.
- (2) Click on the **PLACEMENTS** button.  
A new Placements Box will appear on the **WDCS Main Screen** listing the existing assignments (if any) associated with the selected enrollment:

## J. Adding/Editing CSS Information

Employment & Training Administration  
SCSEP DATA COLLECTION SYSTEM  
Web Data Collection System  
SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**  
Participant Last Name:   
Social Security #:   
FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

**Selected Record**

Sue Johnson  
xxx-xx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	07/15/2005	Y		<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements

**Placements for Application Date: 07/15/05**

Start Date	End Date	Employer	Delete?
05/01/2006		American Landscapes Inc	<input type="checkbox"/>

Add Placements

Click on **EDIT** for the specific placement record to be edited. When the **Placement Information Screen** opens, navigate to the **Survey Information Screen**.

## J. Adding/Editing CSS Information

The screenshot shows the 'Placements' page in the SPARQ system. At the top, the U.S. Department of Labor logo is on the left, and the text 'U.S. Department of Labor Employment & Training Administration' is in the center. The 'SPARQ' logo is on the right. Below the header, the page title 'Placements' is displayed. A navigation bar contains links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. The main content area shows a breadcrumb trail: 'WDCS Main > Add/Edit Placement'. A progress bar with five steps is shown: 'Employer Information', 'Contact Information', 'Placement Information', 'Survey Information' (which is highlighted with a red circle and a downward arrow), and 'Follow-up Information'. To the right of the progress bar, a table displays participant information:

Participant Name	Sue Johnson
SSN	xxx-xx-1122
Grantee	Department of Labor
App Date	07/15/2005
Exit Date	
Placement Start Date	05/01/2006
Placement End Date	
Employer	American Landscapes Inc
Employer ID	40728

Below the progress bar and participant information, the section 'CUSTOMER SERVICE SURVEY INFORMATION' is displayed. It contains three rows of input fields:

23. CS survey number 1	<input type="text"/>	Date:	<input type="text"/>
24. CS survey number 2	<input type="text"/>	Date:	<input type="text"/>
25. CS survey number 3	<input type="text"/>	Date:	<input type="text"/>

At the bottom of the form, there are four buttons: '<< Previous', 'Next >>', 'Save', and 'Reset Form'.

Update the survey data as needed, then click on **SAVE** to update the database.



## K. RE-CERTIFICATION

To re-certify an existing participant in SPARQ, the user must first locate the participant's record using the *Participant Search* function on the **WDCS Main Screen**. The user selects the participant record to work with from the list of participants that is displayed:

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name *j*

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

**Add Participant**

When the screen refreshes, the Selected Record Box appears:

## K. Re-certification

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

**Add Participant**

**Selected Record**

Sue Johnson  
xxx-xx-1122  
436 Charles Lake Rd  
Lackawanna, NY 20808  
(834) 783-2202

**Enrollments**


Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <b>Edit</b>	07/15/2005	Y		<input type="checkbox"/>

**View Participant Profile** **Add Enrollments** **Assignments/Exits** **Placements**


Choose the enrollment that the new data is to be associated with. Note that if there is only one enrollment for the participant, it is automatically selected.

When the **Participant Information Screen** opens, navigate to the **Recertification Screen**:

## K. Re-certification



**U.S. Department of Labor**  
Employment & Training Administration

**SPARQ**

**Enrollment**

SCSEP DATA COLLECTION SYSTEM

[SPARQ HOME](#) | [MY ROLES](#) | [LOGOUT](#) | [HELP](#)

[WDCS Main](#) > Edit Participant

Participant Information

Eligibility

Other Personal Characteristics

Eligibility Determination

Enrollment Information

Recertification

Participant Name

SSN

Grantee

Status

App Date

Exit Date

Sue Johnson

xxx-xx-1122

Department of Labor

Active

07/15/2005

**RECERTIFICATION**

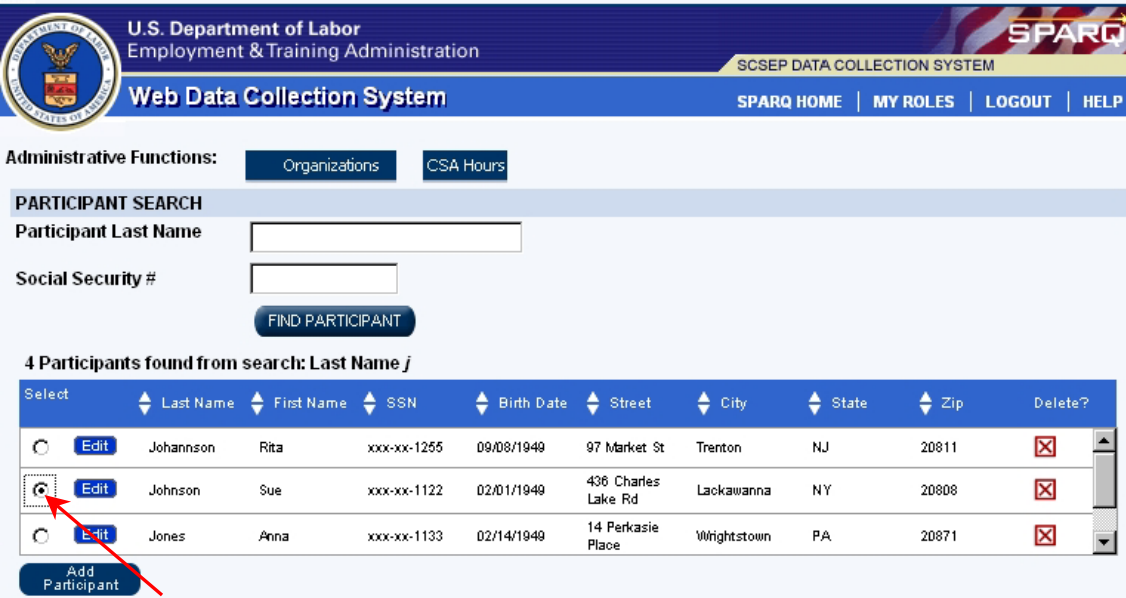
Enter the appropriate re-certification data into the blank cells and click on **SAVE** to update the database.

## L. Viewing the Participant Profile

### L. VIEWING THE PARTICIPANT PROFILE

The **View Participant Profile** function provides the user with a summary of all records that have been created for a selected participant. It is a convenient way to verify that the correct types of records have been created for the participant and that they are correctly linked together – i.e., when multiple enrollments exist, all assignments and placements are associated with the correct enrollment.

To view a participant profile, the user must first locate the appropriate participant using the **Participant Search** function on the **WDCS Main Screen**. The user selects the desired participant from the list of participants that is displayed:



U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name /

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

When the screen refreshes, the Selected Record Box appears:

## L. Viewing the Participant Profile

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the logo, the text "SCSEP DATA COLLECTION SYSTEM" is visible. The main header area includes "Web Data Collection System" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are two buttons: "Organizations" and "CSA Hours".

The "PARTICIPANT SEARCH" section contains two input fields: "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it states "4 Participants found from search: Last Name jo". A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1199	02/01/1949	436 Charles Lake Road	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

Below the table is an "Add Participant" button.

The "Selected Record" section shows details for Sue Johnson:

Sue Johnson  
xxx-xx-1199  
436 Charles Lake Road  
Lackawanna, NY 20808  
(834) 783-2202

Below the address is an "Enrollments" table:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	05/22/2006	Y		<input type="checkbox"/>
<input type="radio"/>	07/15/2005	Y	02/20/2006	<input type="checkbox"/>

At the bottom of the "Selected Record" section are four buttons: "View Participant Profile", "Add Enrollments", "Assignments/Exits", and "Placements". A red arrow points to the "View Participant Profile" button.

At this point, simply click on the **VIEW PARTICIPANT PROFILE** button and the participant profile will be displayed:

## L. Viewing the Participant Profile

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

View Participant Profile

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDCS Main > View Participant Profile

Participant ID: 101223  
Sue Johnson  
111-11-1199  
436 Charles Lake Road  
Lackawanna, NY 20808  
(834) 783-2202

ENROLLMENT						
Select	Grantee	Sub-grantee	Application Date	Status	Exit Date	Participation ID
<input checked="" type="radio"/>	Department of Labor	Employment Training Administration	05/22/2006	Wait List		104319
<input type="radio"/>	Department of Labor	Employment Training Administration	07/15/2005	Exited	02/20/2006	104230

ASSIGNMENTS						
Select	Host Agency	Host Agency ID	Assignment Date	Start Date	End Date	Assignment ID
No Assignments are currently reported						

PLACEMENTS				
Employer	Employer ID	Start Date	End Date	Placement ID
No Placements are currently reported				

Print Close

The selected participant is identified on the left side of the screen. Note that this is the only location in SPARQ that displays a participant's full SSN.

The box at the top, the Enrollment box, provides basic information about each enrollment that has been created for the selected participant. If there is more than one enrollment record, the first in the list is automatically selected when the View Participant Profile Screen first opens.

## L. Viewing the Participant Profile

The user may view a different enrollment by selecting the radio button for the enrollment of interest. The screen will automatically refresh to display the lists of associated assignment and placements records for the new enrollment:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

**View Participant Profile**

SPARQ HOME | MY ROLES | LOGOUT | HELP

[WDCS Main](#) > View Participant Profile

Participant ID: 101223  
Sue Johnson  
111-11-1199  
436 Charles Lake Road  
Lackawanna, NY 20808  
(834) 783-2202

ENROLLMENT						
Select	Grantee	Sub-grantee	Application Date	Status	Exit Date	Participation ID
<input type="radio"/>	Department of Labor	Employment Training Administration	05/22/2006	Wait List		104319
<input checked="" type="radio"/>	Department of Labor	Employment Training Administration	07/15/2005	Exited	02/20/2006	104230

ASSIGNMENTS						
Select	Host Agency	Host Agency ID	Assignment Date	Start Date	End Date	Assignment ID
<input type="radio"/>	American Association for Handicap Assistance	40730	04/20/2006	04/21/2006		144761
<input type="radio"/>	Allied Business Systems	40727	08/20/2005	08/20/2005	02/20/2006	144701

PLACEMENTS				
Employer	Employer ID	Start Date	End Date	Placement ID
No Placements are currently reported				

Print Close

Below the Enrollment box is the Assignments box. It displays basic information about the assignment(s) that are linked to the selected enrollment.

## L. Viewing the Participant Profile

When a specific assignment is selected, the screen refreshes and any training record(s) associated with the assignment will be shown:

Participant ID: 101223  
Sue Johnson  
111-11-1199  
436 Charles Lake Road  
Lackawanna, NY 20808  
(834) 783-2202

**ENROLLMENT**

Select	Grantee	Sub-grantee	Application Date	Status	Exit Date	Participation ID
<input type="radio"/>	Department of Labor	Employment Training Administration	05/22/2006	Wait List		104319
<input checked="" type="radio"/>	Department of Labor	Employment Training Administration	07/15/2005	Exited	02/20/2006	104230

**ASSIGNMENTS**

Select	Host Agency	Host Agency ID	Assignment Date	Start Date	End Date	Assignment ID
<input type="radio"/>	American Association for Handicap Assistance	40730	04/20/2006	04/21/2006		144761
<input checked="" type="radio"/>	Allied Business Systems	40727	08/20/2005	08/20/2005	02/20/2006	144701

Sub-Grantee provided training information for assignment 144701

Training Provider	Start Date	End Date	Training ID
Apex Technologies	11/04/2005	12/20/2005	144702

**PLACEMENTS**

Employer	Employer ID	Start Date	End Date	Placement ID
No Placements are currently reported				


Print Close

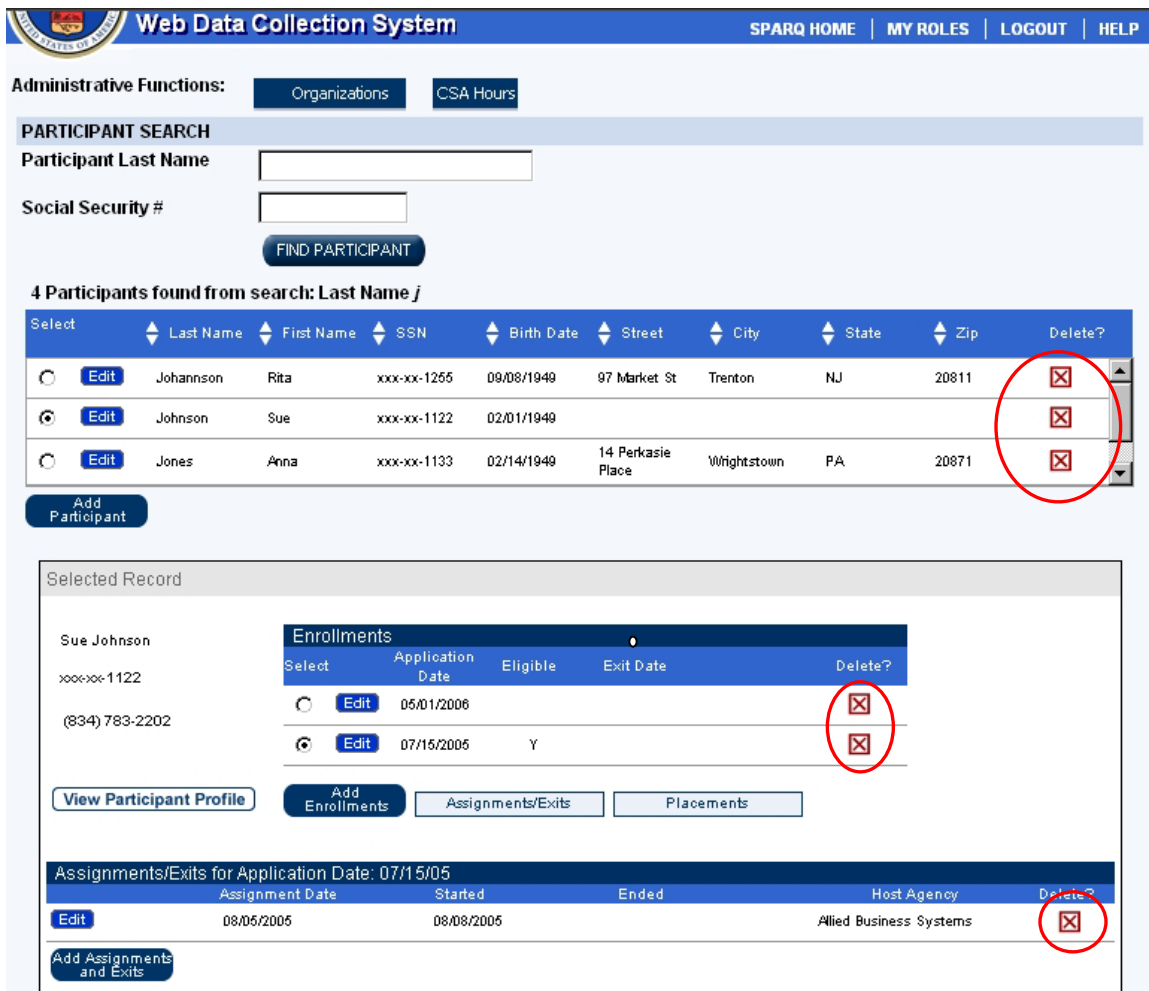
At any time, the user may click on **PRINT** to produce a hardcopy of the data displayed on the screen. When done viewing the participant profile, click on **CLOSE** to return to the **WDCS Main Screen**.



## VIII. DELETING RECORDS

### A. OVERVIEW

Not all users have permission to delete records in SPARQ. For those that do, the **DELETE** button  is displayed on several places on the **WDCS Main Screen**:



**Web Data Collection System** SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours




**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name j



Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949					
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	

**Add Participant**

**Selected Record**


Sue Johnson  
xxx-xx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input type="radio"/> <b>Edit</b>	05/01/2006			
<input checked="" type="radio"/> <b>Edit</b>	07/15/2005	Y		

**View Participant Profile** **Add Enrollments** **Assignments/Exits** **Placements**

**Assignments/Exits for Application Date: 07/15/05**

	Assignment Date	Started	Ended	Host Agency	Delete?
<b>Edit</b>	08/05/2005	08/08/2005		Allied Business Systems	

**Add Assignments and Exits**

## A. Overview

The screenshot displays the 'Web Data Collection System' interface. At the top, there are navigation links: 'SPARQ HOME', 'MY ROLES', 'LOGOUT', and 'HELP'. Below this, under 'Administrative Functions', are buttons for 'Organizations' and 'CSA Hours'. The 'PARTICIPANT SEARCH' section includes input fields for 'Participant Last Name' and 'Social Security #', followed by a 'FIND PARTICIPANT' button. Below the search, it states '4 Participants found from search: Last Name j'. A table lists these participants with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants are Johannson, Rita; Johnson, Sue; and Jones, Anna. Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson, including her SSN and phone number. It features an 'Enrollments' table with columns: Select, Application Date, Eligible, Exit Date, and Delete?. Two enrollment records are shown for dates 05/01/2006 and 07/15/2005. Below this are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. The 'Assignments/Exits' section shows a table for application date 07/15/05 with columns: Assignment Date, Started, Ended, Host Agency, and Delete?. One record is shown for dates 08/05/2005 to 08/08/2005 at Allied Business Systems. A red circle highlights the 'Delete?' icon (a red X) for this record.

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949					<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Select	Application Date	Eligible	Exit Date	Delete?
<input type="radio"/>	05/01/2006			<input type="checkbox"/>
<input checked="" type="radio"/>	07/15/2005	Y		<input type="checkbox"/>

Assignment Date	Started	Ended	Host Agency	Delete?
08/05/2005	08/08/2005		Allied Business Systems	<input type="checkbox"/>

Whenever a record is successfully deleted from the database, the **deletion is permanent**. In other words, there is no way to retrieve the deleted data. To minimize deletion errors, SPARQ will always ask the user twice to confirm his intention to delete before actually removing the record from the database. Nevertheless, users should exercise caution whenever utilizing the **Delete** function.

### **\*\* IMPORTANT \*\***

Deletions are permanent.  
There is no way to automatically restore a deleted SPARQ record.

### B. DELETING AN ASSIGNMENT RECORD

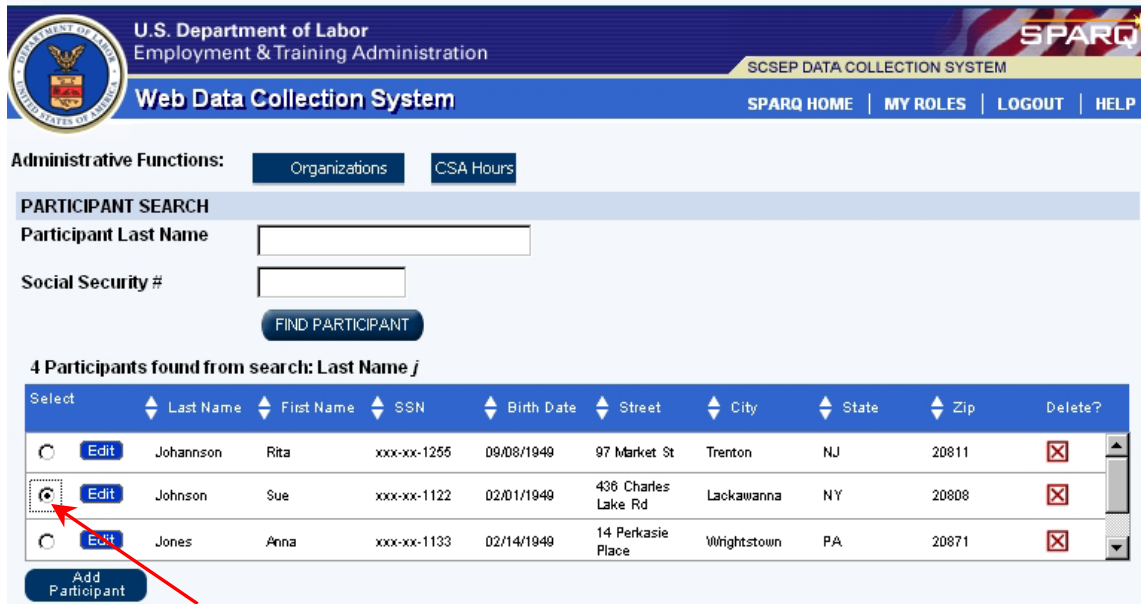
When an individual assignment record is deleted from SPARQ, it is important to note that all associated training records will also be deleted.

**\*\* IMPORTANT \*\***

Deleting an assignment record in SPARQ will also delete ALL associated training records.

Use the following steps to delete from the database an individual assignment for a participant:

- 1) First, locate the participant records using the *Participant Search* function on the **WDCS Main Screen**. Select the correct participant record from those that are displayed:



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input checked="" type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>

**Add Participant**

## B. Deleting An Assignment

2) When the Selected Record box appears:

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. Below the header, there are navigation links: SPARQ HOME, MY ROLES, LOGOUT, and HELP. The main content area is divided into sections. The 'Administrative Functions' section has buttons for 'Organizations' and 'CSA Hours'. The 'PARTICIPANT SEARCH' section includes input fields for 'Participant Last Name' and 'Social Security #', and a 'FIND PARTICIPANT' button. Below this, a message states '4 Participants found from search: Last Name j'. A table lists the participants with columns for Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants listed are Johannson, Rita; Johnson, Sue; and Jones, Anna. Below the table is an 'Add Participant' button. The 'Selected Record' section shows details for Sue Johnson, including her SSN and phone number. It features a table for 'Enrollments' with columns for Select, Application Date, Eligible, Exit Date, and Delete?. The first enrollment is selected, and an 'Edit' button is visible. Below the enrollment table are buttons for 'View Participant Profile', 'Add Enrollments', 'Assignments/Exits', and 'Placements'. Red arrows labeled '1' and '2' point to the 'Assignments/Exits' button and the 'Edit' button, respectively.

U.S. Department of Labor  
Employment & Training Administration

SPARQ

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input checked="" type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasia Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

Selected Record

Sue Johnson

xxx-xx-1122

(834) 783-2202

View Participant Profile

Add Enrollments

Assignments/Exits

Placements

Enrollments

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	07/15/2005	Y		<input type="checkbox"/>

1

2

Choose the appropriate enrollment (1), then click on **ASSIGNMENTS/EXITS** (2). When the Assignments/Exits box opens:

## B. Deleting An Assignment

Employment & Training Administration  
SCSEP DATA COLLECTION SYSTEM

**Web Data Collection System** SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <a href="#">Edit</a>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input checked="" type="checkbox"/>
<input checked="" type="radio"/> <a href="#">Edit</a>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/> <a href="#">Edit</a>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>

[Add Participant](#)

**Selected Record**

Sue Johnson  
xxx-xx-1122  
(834) 783-2202

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <a href="#">Edit</a>	07/15/2005	Y		<input checked="" type="checkbox"/>

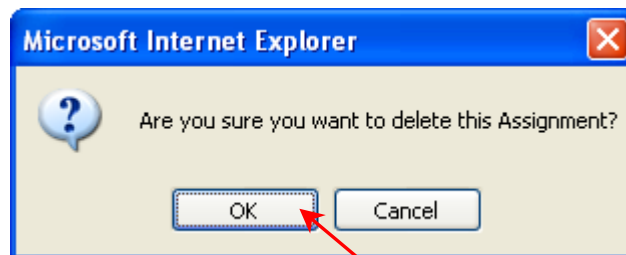
[View Participant Profile](#) [Add Enrollments](#) [Assignments/Exits](#) [Placements](#)

**Assignments/Exits for Application Date: 07/15/05**

Assignment Date	Started	Ended	Host Agency	Delete?
<a href="#">Edit</a>	08/05/2005	08/08/2005	Allied Business Systems	<input checked="" type="checkbox"/>

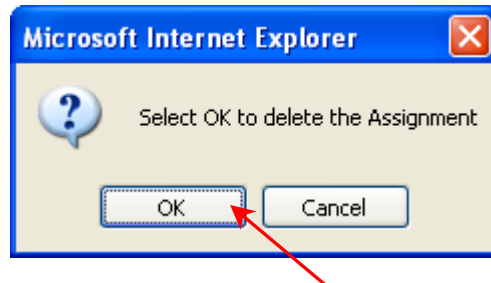
[Add Assignments and Exits](#)

- 3) Locate the specific assignment to be deleted, then click on **DELETE**. A pop-up window asking the user to confirm the deletion will appear:



## B. Deleting An Assignment

- 4) After clicking “OK”, the user will be asked to verify the intention to delete:



- 5) Click **OK** again, and the user will be returned to the **WDCS Main Screen** where a successful deletion message will be displayed:

Web Data Collection System

Administrative Functions: Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkaskie Place	Wrightstown	PA	20871	<input type="checkbox"/>

Add Participant

Selected Record

Mary Jones  
xxxxxx0111  
(809) 936-9363

Enrollments

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> Edit	12/16/2004	Y	01/31/2006	<input type="checkbox"/>

View Participant Profile Add Enrollments Assignments/Exits Placements

Assignment has been successfully deleted!

Assignments/Exits for Application Date: 12/16/04

Assignment Date	Started	Ended	Host Agency	Delete?
No Assignments are currently reported				

Add Assignments and Exits

### C. DELETING A PLACEMENT RECORD

The process for deleting an individual placement record for a participant is very similar to the deletion process for individual assignments. Use the following steps to delete an individual placement record from SPARQ:

- 1) First, locate the participant's record using the *Participant Search* function on the **WDCS Main Screen**. Select the correct participant record from those that are displayed:

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input checked="" type="checkbox"/>
<input checked="" type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>

Add Participant

## C. Deleting A Placement

2) When the Selected Record box appears:

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. The header includes the text "SCSEP DATA COLLECTION SYSTEM" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Below the header, the "Administrative Functions:" section has two buttons: "Organizations" and "CSA Hours". The "PARTICIPANT SEARCH" section contains input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

The search results show "4 Participants found from search: Last Name /". A table lists the participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input checked="" type="radio"/>	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input checked="" type="checkbox"/>
<input type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>

Below the table is an "Add Participant" button. The "Selected Record" section shows details for Rita Johannson, including her SSN (xxx-xx-1255), address (97 Market St, Trenton, NJ 20811), and phone number ((609) 878-8771). It also displays an "Enrollments" table:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	09/08/2005	Y		<input checked="" type="checkbox"/>

Below the enrollments table are buttons for "View Participant Profile", "Add Enrollments", "Assignments/Exits", and "Placements". Red arrows indicate the workflow: arrow 1 points to the "Edit" button in the enrollments table, and arrow 2 points to the "Placements" button.

Choose the appropriate enrollment (1), then click on **PLACEMENTS** (2). When the Placements box opens:



## C. Deleting A Placement

The screenshot shows the SPARQ Web Data Collection System interface. At the top, there's a header with the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". Below this is a navigation bar with "Web Data Collection System" and links for "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

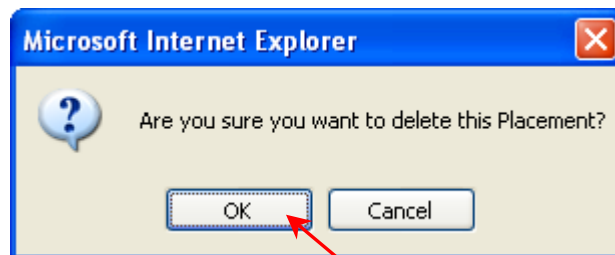
Under "Administrative Functions:", there are buttons for "Organizations" and "CSA Hours". The "PARTICIPANT SEARCH" section has input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

A message states "4 Participants found from search: Last Name /". Below this is a table with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The table lists three participants: James Byron, Johnson Sue, and Jones Anna. The "Jones Anna" row is selected.

Below the table is an "Add Participant" button. A "Selected Record" section shows details for Anna Jones, including her SSN and phone number. It has tabs for "Enrollments", "Assignments/Exits", and "Placements". The "Enrollments" tab is active, showing a table with columns: Select, Application Date, Eligible, Exit Date, and Delete?. One enrollment is listed for 08/01/2005.

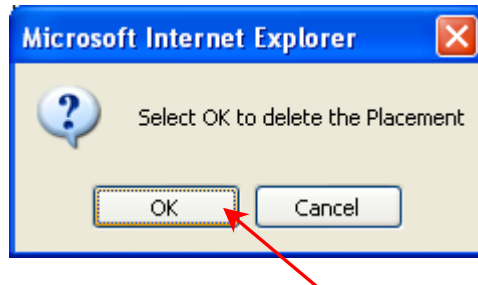
Below the enrollments is a "View Participant Profile" button and an "Add Enrollments" button. The "Placements for Application Date: 08/01/05" section shows a table with columns: Start Date, End Date, Employer, and Delete?. Two placements are listed: one for 02/05/2006 with employer "A-Z Resource Management", and another for 11/01/2005 to 02/05/2006 with employer "American Landscapes Inc". A red arrow points to the "Delete?" checkbox for the second placement.

- 3) Locate the specific placement to be deleted, then click on **DELETE**. A pop-up window asking the user to confirm the deletion will appear:



## C. Deleting A Placement

- 4) After clicking “OK”, the user will be asked to verify the intention to delete:



- 5) Click “OK” again, and the user will be returned to the **WDCS Main Screen** where a successful deletion message will be displayed:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <b>Edit</b>	James	Byron	xxx-xx-2345	02/14/1949	34 West Moreland Ave	Hightstown	NJ	08655	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input checked="" type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

**Add Participant**

**Selected Record**

Anna Jones  
xxx-xx-1133  
(450) 239-7789

**Enrollments**

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/> <b>Edit</b>	08/01/2005	Y		<input type="checkbox"/>

**View Participant Profile** **Add Enrollments** **Assignments/Exits** **Placements**

Placement has been successfully deleted!

**Placements for Application Date: 08/01/05**

Start Date	End Date	Employer	Delete?
<b>Edit</b> 11/01/2005	02/05/2006	American Landscapes Inc	<input type="checkbox"/>

### D. DELETING AN ENROLLMENT RECORD

When deleting an individual enrollment record for a participant, it is important to note that all assignment and placement records associated with that enrollment will also be deleted from SPARQ. For this reason, the user should exercise caution when invoking this function.

#### **\*\* IMPORTANT \*\***

Deleting an enrollment record in SPARQ will also delete ALL associated assignment and placement records.

Use this process to delete an enrollment:

- 1) First, locate the participant's record using the *Participant Search* function on the **WDCS Main Screen**. Select the correct participant record from those that are displayed:

U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

**FIND PARTICIPANT**

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input checked="" type="radio"/> <b>Edit</b>	Johansson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input type="checkbox"/>
<input type="radio"/> <b>Edit</b>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input type="checkbox"/>

**Add Participant**

## D. Deleting An Enrollment

- 2) When the Selected Record box is appears, locate the specific enrollment to be deleted, then click on **DELETE**:

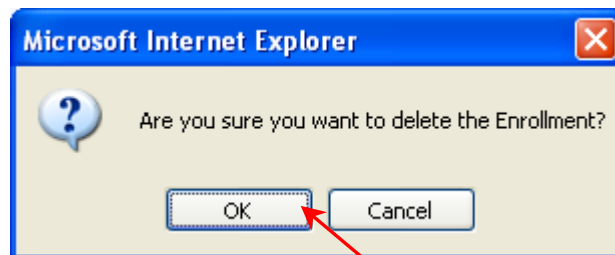
The screenshot shows the SPARQ Web Data Collection System interface. At the top, there is a header with the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". Below this is a navigation bar with "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP". The main content area is titled "Administrative Functions:" and includes tabs for "Organizations" and "CSA Hours". Under "PARTICIPANT SEARCH", there are input fields for "Participant Last Name" and "Social Security #", and a "FIND PARTICIPANT" button. Below the search fields, it says "4 Participants found from search: Last Name j". A table lists the participants with columns: Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants listed are Rita Johansson, Sue Johnson, and Anna Jones. Below the table is an "Add Participant" button. The "Selected Record" section shows details for Rita Johansson, including her SSN and phone number. It also contains an "Enrollments" table with columns: Select, Application Date, Eligible, Exit Date, and Delete?. The first enrollment is for 09/08/2005 with an "Eligible" status of "Y". A red arrow points to the "Delete?" checkbox in the "Enrollments" table.

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input checked="" type="radio"/>	Johansson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input checked="" type="checkbox"/>
<input type="radio"/>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>

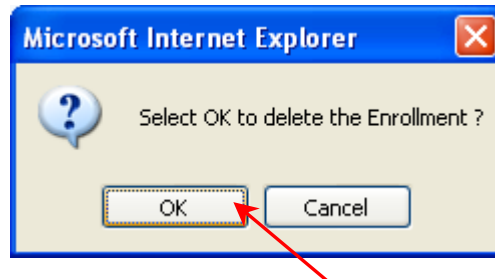
Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	09/08/2005	Y		<input checked="" type="checkbox"/>

- 3) A pop-up window asking the user to confirm the deletion will appear:



## D. Deleting An Enrollment

- 4) After clicking “OK”, the user will be asked to verify the intention to delete:



- 5) Click “OK” again, and the user will be returned to the **WDCS Main Screen** where a successful deletion message will be displayed:

U.S. Department of Labor  
Employment & Training Administration

SPARQ<sup>®</sup>

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions: Organizations CSA Hours

**PARTICIPANT SEARCH**

Participant Last Name

Social Security #

FIND PARTICIPANT

4 Participants found from search: Last Name j

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input checked="" type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input checked="" type="checkbox"/>
<input type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkazie Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>

Add Participant

**Selected Record**

Rita Johannson

xxx-xx-1255

97 Market St

Trenton, NJ 20811

(609) 878-8771

Enrollment has been successfully deleted!

Enrollments

Select	Application Date	Eligible	Exit Date	Delete?
No enrollments assigned				

Add Enrollments

### **E. DELETING A PARTICIPANT RECORD**

When deleting a participant record in SPARQ, *all other records* – enrollments, assignments, training records and placements – *will also be deleted from the database*. In other words, all traces of the selected participant are removed from the database and cannot be reinstated. The only way to re-create the deleted participant's data is to re-enter them. It is very important that the user exercise extreme caution when utilizing the *Delete Participant* function.

<b>** IMPORTANT **</b>
------------------------

Deleting a participant record in SPARQ will also delete ALL associated enrollments, assignment and placement records.
---

To delete a participant and all its records from SPARQ:

- 1) Locate the participant's record using the *Participant Search* function on the **WDCS Main Screen**, then click on **DELETE**:

## E. Deleting a Participant

The screenshot shows the SPARQ Web Data Collection System interface. At the top, there is a header with the U.S. Department of Labor logo and the text "U.S. Department of Labor Employment & Training Administration". Below this, the "Web Data Collection System" title is displayed. On the right, there are links for "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

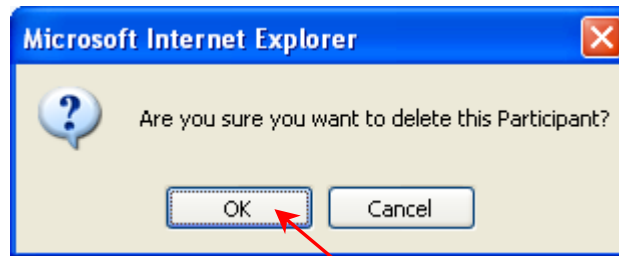
Under "Administrative Functions:", there are buttons for "Organizations" and "CSA Hours". The "PARTICIPANT SEARCH" section includes input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

Below the search section, it states "4 Participants found from search: Last Name j". A table lists the participants with columns for Select, Last Name, First Name, SSN, Birth Date, Street, City, State, Zip, and Delete?. The participants listed are:

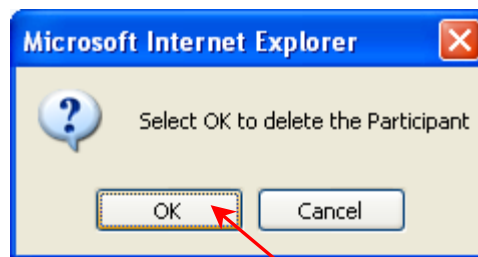
Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input checked="" type="radio"/> Edit	Johannson	Rita	xxx-xx-1255	09/08/1949	97 Market St	Trenton	NJ	20811	<input checked="" type="checkbox"/>
<input type="radio"/> Edit	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/> Edit	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasee Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>

At the bottom left of the table, there is an "Add Participant" button. A red arrow points to the "Delete?" column for the second participant, Sue Johnson.

2) A pop-up window asking the user to confirm the deletion will appear:



3) After clicking "OK", the user will be asked to verify the intention to delete:



## E. Deleting a Participant

- 4) Click “OK” again. If the deleted participant was one of several records listed on the **WDCS Main Screen** before the *Delete* function was invoked, a successful deletion message will be displayed on the **WDCS Main Screen**:

The screenshot displays the WDCS Main Screen interface. At the top, the header includes the U.S. Department of Labor logo, the text "U.S. Department of Labor Employment & Training Administration", and the "SPARQ" logo. Below the header, the "Web Data Collection System" title is visible, along with navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Under "Administrative Functions:", there are two buttons: "Organizations" and "CSA Hours". The "PARTICIPANT SEARCH" section contains input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button. A red circle highlights a message below the search area: "Participant has been successfully deleted".

Below the message, it states "3 Participants found from search: Last Name j". A table lists the participants with columns for "Select", "Last Name", "First Name", "SSN", "Birth Date", "Street", "City", "State", "Zip", and "Delete?". The table contains three rows of data:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/> <a href="#">Edit</a>	Johnson	Sue	xxx-xx-1122	02/01/1949	436 Charles Lake Rd	Lackawanna	NY	20808	<input checked="" type="checkbox"/>
<input type="radio"/> <a href="#">Edit</a>	Jones	Anna	xxx-xx-1133	02/14/1949	14 Perkasio Place	Wrightstown	PA	20871	<input checked="" type="checkbox"/>
<input type="radio"/> <a href="#">Edit</a>	Jones	Mary	xxx-xx-0111	07/15/1945	327 Main St	West Windsor	NJ	20222	<input checked="" type="checkbox"/>

At the bottom of the table, there is an "Add Participant" button.

**Note:** If the deleted participant was the only one listed on the **WDCS Main Screen** prior to the *Delete* function being invoked, the user will be returned to a blank **WDCS Main Screen**.



## *F. Deleting Organizations and Contacts*

### **F. DELETING ORGANIZATION AND ORGANIZATION CONTACT RECORDS**

Both organization and organization contact records in SPARQ can be deleted *only if* they are not associated with any assignment, placement or training records in the database. Attempting to delete either of these types of records when they have other records linked to them will result in the following error messages:

For organizations: “SCSEP Type could not be de-selected because it is associated with an active assignment or placement”

For organization contacts: “The contact cannot be deleted because it is associated to assignments or placements”

In these cases, in order to delete the organization or organization contact, the user must do one of the following: 1) delete the assignment, placement and/or training record(s) that utilize(s) the organization or organization contact record, or 2) edit the assignment, placement and/or training record(s) to link to a different organization/organization contact.

To delete an organization record, the user should follow these steps:

- 1) Click on the **Organization** function in the Administrative Functions section of the **WDCS Main Screen**

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

Administrative Functions:

Organizations CSA Hours

PARTICIPANT SEARCH

Participant Last Name

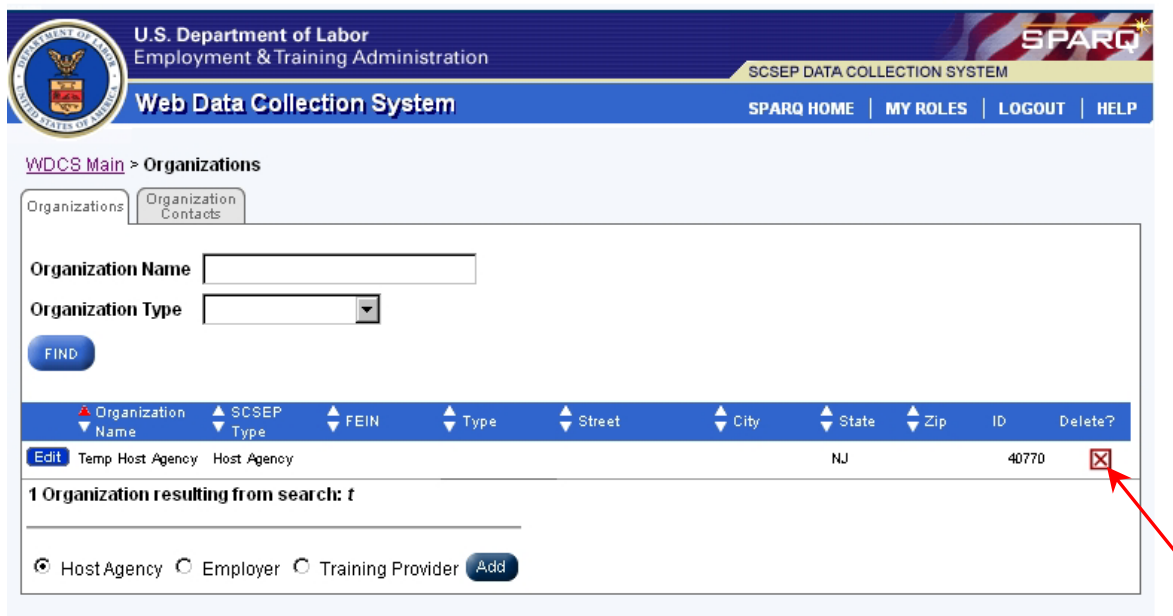
Social Security #

FIND PARTICIPANT

Add Participant

## F. Deleting Organizations and Contacts

- 2) Use the *Organization Search* function to locate the record to be deleted:



U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP


WDCS Main > Organizations

Organizations Organization Contacts

Organization Name

Organization Type

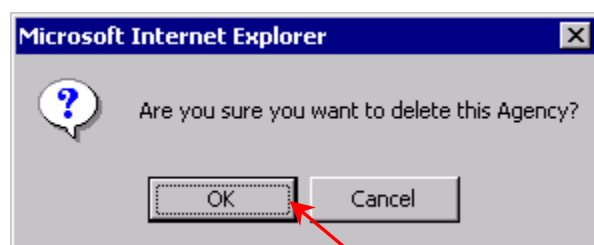
FIND

Organization Name	SCSEP Type	FEIN	Type	Street	City	State	Zip	ID	Delete?
Temp Host Agency	Host Agency					NJ		40770	

1 Organization resulting from search: t

☒ Host Agency ☐ Employer ☐ Training Provider Add

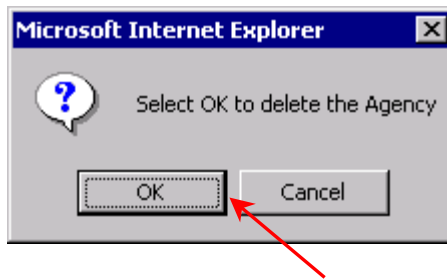
- 3) Click **DELETE** for the appropriate record and a pop-up window asking the user to confirm the deletion will appear:



- 4) After clicking “OK”, the user will be asked to verify the intention to delete:

## *F. Deleting Organizations and Contacts*

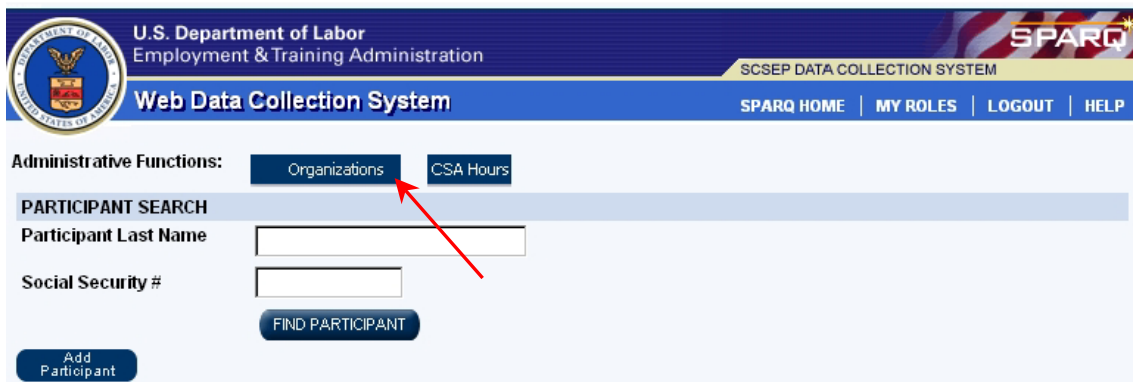
---



- 5) Click “OK” again, and the user will be returned to the **Organization Screen**.

Similarly, to delete an organization contact, the user should follow these steps:

- 1) Click on the **Organization** function in the Administrative Functions section of the **WDCS Main Screen**.



- 2) When the **Organization Screen** opens, click on the **Organization Contact** tab:

## F. Deleting Organizations and Contacts

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDACS Main > Organizations

Organizations Organization Contacts

Organization Name

Organization Type

FIND

☒ Host Agency ☐ Employer ☐ Training Provider Add

- 3) Use the *Organization Contact Search* function to locate the record to be deleted:

U.S. Department of Labor  
Employment & Training Administration

SCSEP DATA COLLECTION SYSTEM

SPARQ

Web Data Collection System

SPARQ HOME | MY ROLES | LOGOUT | HELP

WDACS Main > Contacts

Organizations Organization Contacts

Contact last name  FIND

	Last Name	First Name	Phone	Street	City	State	Zip	Delete?
Edit	JACKSON	JONI	2293777318	36 19TH AVENUE NW	CAIRO	GA	39828	<input checked="" type="checkbox"/>
Edit	JACKSON	JOY	2399361754	3750 COLONIAL BLVD	FT MYERS	FL	33908	<input checked="" type="checkbox"/>
Edit	JOHNS	DAWN	(229) 985-3420	P.O. BOX 40	MOULTRIE	GA	31776	<input checked="" type="checkbox"/>

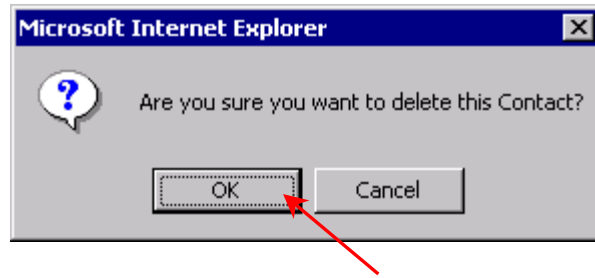
383 contact resulting from search: J

Add Contact

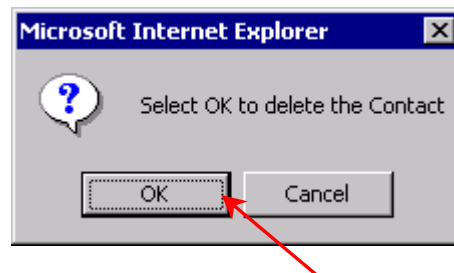
- 4) Click **DELETE** for the appropriate record and a pop-up window asking the user to confirm the deletion will appear:

## *F. Deleting Organizations and Contacts*

---



- 5) After clicking “OK”, the user will be asked to verify the intention to delete:



- 6) Click “OK” again, and the user will be returned to the **Organization Contacts Screen**.

## **IX. WDCS REPORTING FUNCTIONS**

### **A. QUARTERLY PERFORMANCE REPORTS (QPRs)**

#### ***1. Overview***

The Quarterly Performance Report (QPR) is produced for all levels of the SCSEP program: nationwide, grantee level, sub-grantee level, and by states for the national grantees. In addition, there is a separate QPR for grantees that administer the Section 502(e) program. It is produced at the grantee and nationwide levels.

There are five QPRs in each program year, one for each calendar quarter and the Final QPR which is the official report of performance for the program year. Each QPR uses three different reporting timeframes -- current quarter, program year-to-date (YTD), and last four quarters (L4Q).

The QPR produced by SPARQ v.2 is similar to earlier versions but includes the implementation of new edits (see the Import/Edit Specifications on the MPR website for a full list of current QPR edits). It has five sections:

- Section A identifies the SCSEP grantee or sub-grantee for which the report is generated.
- Section B displays customer flow and placement information.
- Section C summarizes community service activity.
- Section D reports participant demographics.
- Section E displays the six SCSEP performance measures and the three additional Common Measures that are required for reporting purposes. For each SCSEP performance measure, both the goal for the program year and the performance for the reporting period are given.

See Appendix B for a sample QPR.

## ***A. Quarterly Performance Reports***

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### ***2. Generation of QPRs***

As per SCSEP program requirements, QPRs are due 30 days after the end of each calendar quarter. Since WDCS users no longer need to create files for submission (their data are now entered directly into the national database), DAS will generate the QPRs from SPARQ on the date the reports are due. QPRs will be frozen as of this date – i.e., no further changes can be made to the reports.

Grantees and sub-grantees may produce a QPR at any time to assist them in the management of their programs. The report, along with a Data Quality Report, will be generated by SPARQ overnight. Because grantees have continuous access to sub-grantee data and complete reporting functionality in SPARQ 2, it is no longer necessary for them to request management reports from their sub-grantees for monitoring purposes.

## **B. DATA QUALITY REPORTS (DQRs)**

Whenever grantees or sub-grantees produce a QPR, the data are reviewed for errors and a Data Quality Report (DQR) is also generated. The DQR lists all errors in the grantee's data as detected by the QPR edits checks. Grantees /Sub-grantees should review the DQR to learn about their data problems so that they can correct the errors prior to quarterly report due dates.

The DQR identifies four types of data errors:

<b>EDIT TYPE</b>	<b>DESCRIPTION</b>
<b>REJECT</b>	<p>Reject edits identify data errors that impact one or more of the performance measures in the QPR. If the edit requirement is not met, the record will be excluded from <i>all</i> QPR calculations until it is corrected.</p> <p><b>For WDCS Users:</b></p> <ol style="list-style-type: none"><li>1) All reject errors will appear on the Data Quality Report whenever a QPR is requested.</li><li>2) In addition, a subset of possible reject errors will appear on the screen when the user accesses records in WDCS</li></ol> <p><b>For Non-WDCS Users:</b></p> <ol style="list-style-type: none"><li>1) All reject errors will appear on the Data Quality Report whenever a QPR is produced.</li><li>2) In addition, a subset of possible reject errors will be identified at the time data is submitted to SPARQ.</li></ol>





## ***B. Data Quality Reports***

<b>WARNING LEVEL 1</b>	<p>Level 1 Warning edits identify data errors that impact program eligibility or one or more of the performance measures in the QPR. If the edit requirement is not met, SPARQ will assign a default value to the data element in error and use that default value to calculate the QPR measures dependent upon those fields.</p> <p><b>For WDCS Users:</b> Level 1 Warnings will appear in the Data Quality Report and on the Enrollment-level DQP.</p> <p><b>For Non-WDCS Users:</b> Level 1 Warnings will appear only in the Data Quality Report.</p>
<b>WARNING LEVEL 2</b>	<p>Level 2 Warning edits identify data errors that impacts one or more of the <i>non</i>-performance measures in the QPR is a program requirement. If the edit requirement is not met, the data is ignored in the calculation of the QPR.</p> <p><b>For WDCS Users:</b> Level 2 Warnings will appear in the Data Quality Report and in the Enrollment-level DQP.</p> <p><b>For Non-WDCS Users:</b> Level 2 Warnings will appear only in the Data Quality Report.</p>
<b>WARNING LEVEL 3</b>	<p>Level 3 Warning edits identify data errors that have no impact on the QPR but involve a mandatory field.</p> <p><b>For WDCS Users:</b> Level 3 Warnings will appear in the Data Quality Report and in the Enrollment-level DQP.</p> <p><b>For Non-WDCS Users:</b> Level 3 Warnings will appear only in the Data Quality Report.</p>

Users will need to use the edit functionality in SPARQ to correct data that are in error.

## **C. ENROLLMENT-LEVEL DATA QUALITY PROBLEMS (EDQPs)**

The Enrollment-level Data Quality Problems (EDQP) function is a new feature in SPARQ. It can be used to help users identify data problems while working in WDCS before leaving a participant's record.

SPARQ will apply the full set of QPR edits to the data that has been entered for the selected participant whenever the **REFRESH EDQP** button  **Refresh EDQP** is clicked. A list of all detected errors is produced and can be viewed at the enrollment level. Using the **VIEW EDQP** button  **View EDQP** located to the right of an enrollment, the user can review a list of the data errors associated with that enrollment:

## C. Enrollment-Level Data Quality Problems

The screenshot displays the SPARQ Web Data Collection System interface. At the top, the U.S. Department of Labor Employment & Training Administration logo is on the left, and the SPARQ logo is on the right. The header includes the text "SCSEP DATA COLLECTION SYSTEM" and navigation links: "SPARQ HOME", "MY ROLES", "LOGOUT", and "HELP".

Below the header, there are "Administrative Functions" buttons for "Organizations" and "CSA Hours". The "PARTICIPANT SEARCH" section contains input fields for "Participant Last Name" and "Social Security #", followed by a "FIND PARTICIPANT" button.

The search results show "9 Participants found from search: Last Name c". A table lists three participants:

Select	Last Name	First Name	SSN	Birth Date	Street	City	State	Zip	Delete?
<input type="radio"/>	Carter	Bertha	xxx-xx-1077	12/10/1938			LA	94567	<input type="checkbox"/>
<input checked="" type="radio"/>	Carter	Ethel	xxx-xx-5850	07/20/1943	13602 County Road 28	Alberta	AL	35720	<input type="checkbox"/>
<input type="radio"/>	Culetto	Rosa	xxx-xx-7678	04/03/1948					<input type="checkbox"/>

Below the table is an "Add Participant" button. The "Selected Record" section for Ethel Carter (SSN: xxx-xx-5850, (334) 573-2828) shows an "Enrollments" table:

Select	Application Date	Eligible	Exit Date	Delete?
<input checked="" type="radio"/>	04/23/2004	Y		<input type="checkbox"/>

Buttons for "View Participant Profile", "Add Enrollments", "Assignments/Exits", "Placements", and "Refresh EDQP" are present. Below, the "Assignments/Exits for Application Date: 04/23/04" table shows one entry:


Assignment Date	Started	Ended	Host Agency	Delete?
07/15/2005	07/15/2005	07/17/2005	Area Agency on Aging	<input type="checkbox"/>

An "Add Assignments and Exits" button is at the bottom.

When one or more EDQPs are reviewed and the errors corrected, it is recommended that the user verify that the errors have been properly handled by clicking on the **REFRESH EDQP** button. This will generate an up-to-date version of the EDQPs.

A sample EDQP listing is shown here for reference:

## C. Enrollment-Level Data Quality Problems



U.S. Department of Labor  
Employment & Training Administration

SPARQ  
SCSEP DATA COLLECTION SYSTEM

View Data Quality Problems

[SPARQ HOME](#) | [MY ROLES](#) | [LOGOUT](#) | [HELP](#)

[WDCS Main](#) > View Enrollment Data Quality Problems

Ethel Carter  
xxx-xxx-5650  
13662 County Road 29  
Alberta, AL 36720  
(334) 573-2828

Type of SCSEP Information	Error Type	Error
Enrollment Information	REJECT	"Date of exit" is blank but there is no active assignment.
Enrollment Information	REJECT	Applicant "Date of signing" is before "Application date."
Enrollment Information	REJECT	"Date of eligibility determination" is before Applicant "Date of signing."
Enrollment Information	REJECT	Since this participant is eligible, Applicant "Date of signing" must be valued.
CSA (Assignment Date: 07/15/2005)	REJECT	"Total hours of paid training" are greater than "Total hours paid" in Q1.
CSA (Assignment Date: 07/15/2005)	REJECT	"Total hours of paid training" are greater than "Total hours paid" in Q2.
CSA (Assignment Date: 07/15/2005)	REJECT	"Total hours of paid training" are greater than "Total hours paid" in Q3.
CSA (Assignment Date: 07/15/2005)	REJECT	"Total hours of paid training" are greater than "Total hours paid" in Q4.
Enrollment Information	WARNING 1	"Date of eligibility determination" is more than one month in the past; verify date.
Enrollment Information	WARNING 1	Both "Date of eligibility determination" and "Date of recertification determination" are more than one year in the past.
CSA (Assignment Date: 07/15/2005)	WARNING 1	"Assignment date" is more than one month in the past; verify date.
CSA (Assignment Date: 07/15/2005)	WARNING 1	Assignment "End date" is more than one month in the past; verify date.
CSA (Assignment Date: 07/15/2005)	WARNING 1	There are "Total hours paid in quarter 3" but either "Assignment date" is after Q3, or Assignment "End date" is before the quarter before Q3.
CSA (Assignment Date: 07/15/2005)	WARNING 1	There are "Total hours paid in quarter 4" but either "Assignment date" is after Q4, or Assignment "End date" is before the quarter before Q4.
CSA (Assignment Date: 07/15/2005)	WARNING 1	There are "Total hours of paid training received in quarter 3" but either "Assignment date" is after Q3, or Assignment "End date" is before the quarter before Q3.
CSA (Assignment Date: 07/15/2005)	WARNING 1	There are "Total hours of paid training received in quarter 4" but either "Assignment date" is after Q4, or Assignment "End date" is before the quarter before Q4.
Enrollment Information	WARNING 2	"Other reason for exit" is blank.
CSA (Assignment Date: 07/15/2005)	WARNING 2	"Number of hours per week assigned" is blank.
CSA (Assignment Date: 07/15/2005)	WARNING 2	"Date of safety consultation" is blank.
CSA (Assignment Date: 07/15/2005)	WARNING 2	"CSA wage" for this assignment is unusually high; please verify.

<< Previous

Some important things to note about the EDQP listing:

### ***C. Enrollment-Level Data Quality Problems***

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- Each EDQP listing includes the date and time the EDQP was generated.
- Errors are sorted in order of importance or priority for correction.
- If there are errors at the participant level, these errors are repeated in each of the EDQP listing.

### **D. STANDARD MANAGEMENT REPORTS**

SPARQ will provide all grantees and sub-grantees with a set of *standard management reports* to assist them in the day-to-day management of their programs. The six standard reports available in prior versions of the DCS as well as nine new reports are planned for SPARQ v2.

#### **Reports available in DCS**

- Active Participant Status Report
- Participant Exit Report
- Participant Follow-up Report
- Overdue Follow-up Report
- Waiting List Report
- Pending Applicant List

These reports will display the same information as in prior versions of DCS; however, the format of some reports has changed. In addition, several reports have been made more robust with the addition of new data.

#### **New Management Reports**

- Ineligible Applicants
- Eligible Applicants Not Assigned or on Waiting List
- Participants Who Have Started Employment but Not Reached 30 Days
- Placed Participants Who Have Not Reached Retention
- Pending Follow-ups by Month
- Host Agencies
- Host Agencies With Active Participants
- Unsubsidized Employers
- Unsubsidized Employers With Active Participants

The standard management reports will be released to SPARQ v2 users as they become available.

## **E. AD HOC REPORTING**

SPARQ v2.X will include ad hoc reporting functionality for grantees and sub-grantees to create customized views of their data. Several subsets of the SPARQ data will be made available as BRIO grid views. Similar to Excel spreadsheets, these grid views will provide a flexible way to display data for analysis as well as custom reporting purposes. BRIO will allow the user to sort and filter data and to hide, move or freeze columns. The user may also group data in the grid views by one or more specific fields. Using the filter feature, the user can limit the display of records to a specific data values. All grid views will be printable and exportable to Excel.

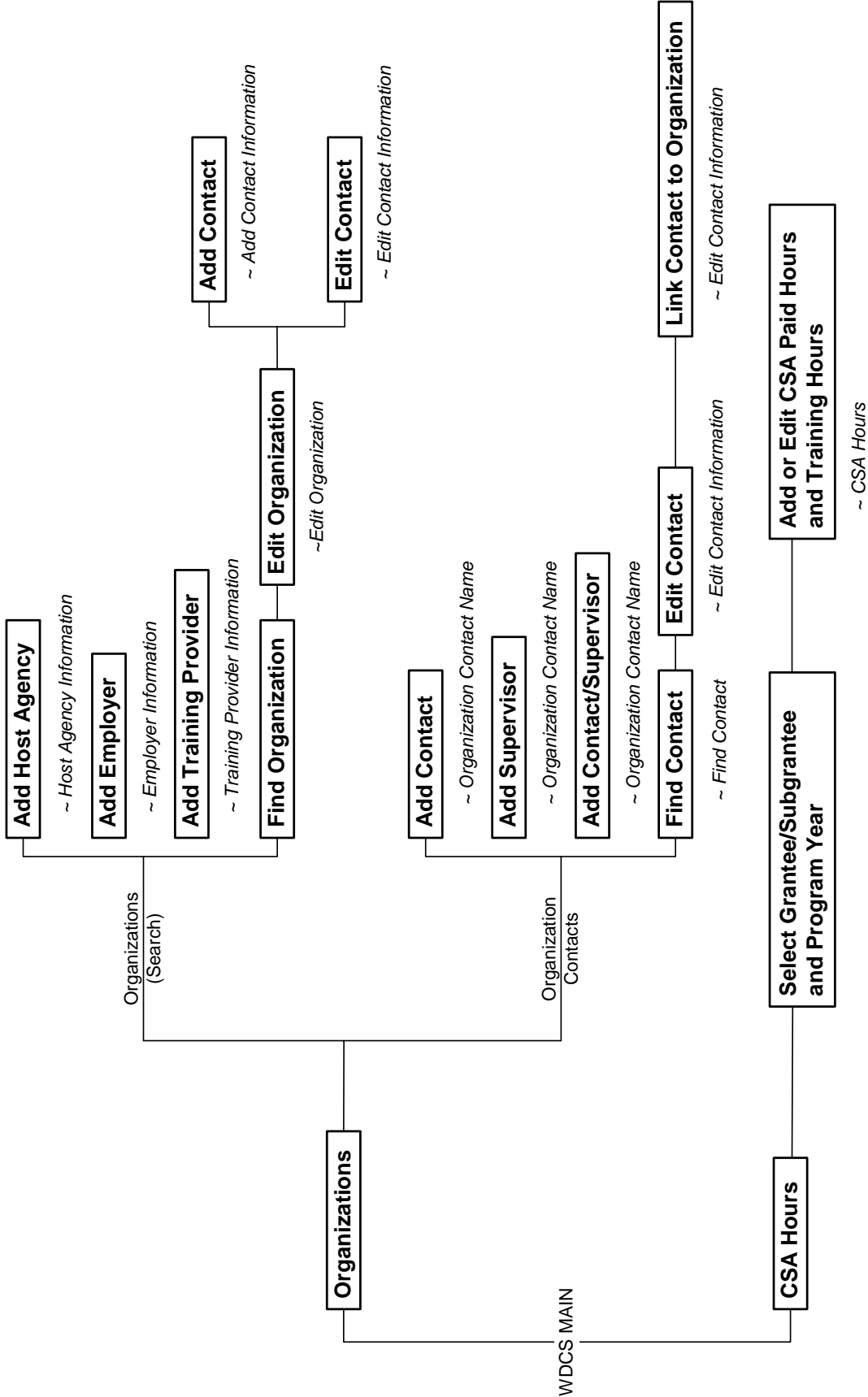
More details on the *Ad hoc Reporting* function will be provided when it becomes available in SPARQ v2.X.

**APPENDIX A**

**NAVIGATION MAPS**



## Administrative Functions



**PARTICIPANT SEARCH**

Participant Last Name:

Social Security #:

**FIND PARTICIPANT**

**Add Participant**

## **Participant Functions**

